

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision was not easy and took a lot of consideration. I have enjoyed working at [Company's Name] and appreciate the opportunities I have been given to grow both personally and professionally.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time.

Thank you again for the support and guidance during my time at [Company's Name]. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

Your Name