

[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 two weeks from today, [Last Working Day]. This decision was not made lightly, and I am grateful for the opportunities I have had during my time with the company.

Thank you for the support and guidance you have provided me. I have greatly enjoyed working with the team and contributing to our projects. I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in transferring my responsibilities.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]