

[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 announce my resignation from [Your Position] at [Company's Name], effective two weeks from today, [Last Working Day, Date].

This decision was not easy to make, as I have greatly enjoyed working at [Company's Name] and appreciate the opportunities I've been given during my time here. However, I believe it is time for me to pursue new challenges and opportunities.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in training my replacement over the next two weeks.

Thank you for your support and understanding. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]