

[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 above].

Having successfully achieved the project goals set for [Project Name], I believe this is an opportune moment for me to transition into the next chapter of my career. I am proud of the contributions I have made and grateful for the support and collaboration of my colleagues.

I am committed to ensuring a smooth transition and will assist in training my replacement or transferring my responsibilities as needed. Please let me know how I can help during this period.

Thank you for the opportunities for personal and professional development during my time at [Company's Name]. I look forward to keeping in touch, and I wish you and the team continued success.

Warm regards,

[Your Name]