

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

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

This was not an easy decision for me, as I have greatly enjoyed working with you and the team. I appreciate the opportunities for professional and personal development that you have provided during my time here.

Furthermore, I would like to express my gratitude for your support and guidance. Should you agree, I would be honored to list you as a reference in my future endeavors. Your insights into my contributions and work ethic would be invaluable.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or wrapping up my responsibilities in the coming weeks.

Thank you again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,
[Your Name]