

[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 date above]. This decision was not made lightly, as I have greatly enjoyed the opportunities and experiences I've had here.

During my time at [Company's Name], I have had the pleasure of working with a talented team, and I have learned invaluable skills that I will carry throughout my career. I hope to maintain the connections I have made here, and I would appreciate any opportunity to stay in touch as I pursue new avenues.

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover of my responsibilities and am happy to help train my replacement if needed.

Thank you once again for the support and guidance you've provided. I look forward to staying connected and hope our paths cross again in the future.

Sincerely,

[Your Name]