

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 hope this message finds you well. After much consideration, I have decided to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

My time at [Company Name] has been incredibly meaningful to me, and I am grateful for the opportunities I have had to grow and develop professionally. However, following my substantial time away from the workplace, I have realized it is the right moment for me to pursue new directions in my career.

I appreciate the support and understanding from you and my colleagues during my time away. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity to be part of [Company Name]. I hope to stay in touch and wish the team continued success in the future.

Sincerely,
[Your Name]