

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 date above].

This decision was not easy and took a lot of consideration. I have truly enjoyed working at [Company Name] and am grateful for the opportunities I've had during my time here.

To ensure a smooth transition, I am more than willing to assist in training my replacement and will make every effort to complete my current projects before my departure.

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

Sincerely,
[Your Name]