

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]. This decision was not easy, and it comes after careful consideration of my career path.

I want to express my heartfelt gratitude for the opportunities I have been given during my time here. The support from you and my colleagues has been invaluable, and I will always cherish the experiences and skills I have gained.

Thank you for everything. I hope to keep in touch in the future, and I wish you and the team all the best.

Sincerely,

[Your Name]