

[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 the date above].

I want to express my heartfelt gratitude for the positive workplace culture that you and the entire team have fostered. My experience here has been incredibly rewarding, and I appreciate the support and camaraderie I've experienced with my colleagues.

Thank you for the opportunities for personal and professional growth that I have received during my time at [Company's Name]. I will always cherish the experiences and relationships I've built here.

Please let me know how I can help during the transition period. I hope to keep in touch, and I look forward to seeing how [Company's Name] continues to thrive.

Warm regards,

[Your Name]