

[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].

This decision has not come easily, but I believe it is necessary for my personal and professional development. I am grateful for the opportunities I have had during my time at [Company's Name], and I have learned a great deal.

I am committed to ensuring a smooth transition and will assist in any way possible during my remaining time here. Thank you for your support and guidance.

Sincerely,

[Your Name]