

[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 was not an easy decision to make, as I have greatly enjoyed working at [Company's Name] and am grateful for the opportunities I have received. I appreciate the support and guidance you have provided during my tenure.

I will do everything possible to ensure a smooth transition and will complete my duties to the best of my ability during my remaining time.

Thank you once again for the opportunities and support. I look forward to staying in touch.

Sincerely,
[Your Name]