

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 was not easy, and it took a lot of consideration. I have accepted a role that will help me to grow professionally.

I am truly grateful for the opportunities I have had while working at [Company's Name] and appreciate the support provided throughout my tenure.

I will ensure a smooth transition and will do everything necessary to hand over my responsibilities effectively.

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

Sincerely,
[Your Name]