

[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 took a lot of consideration. I am grateful for the opportunities I have been afforded during my time at [Company's Name] and I appreciate the support and guidance you have provided me.

I will ensure that all my responsibilities are met before my departure and I am happy to assist in training a replacement if needed.

Thank you once again for everything. I hope to keep in touch, and I look forward to seeing how [Company's Name] continues to grow in the future.

Sincerely,

[Your Name]