

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 as [Your Job Title] at [Company's Name], effective two weeks from today, [Last Working Day].

This decision was not easy and took a lot of consideration. I have truly enjoyed working at [Company's Name] and am grateful for the opportunities to grow both personally and professionally during my time here.

During the next two weeks, I am committed to ensuring a smooth transition. I will do my best to complete my current projects and assist in the handover of my responsibilities.

Thank you again for the support and guidance I have received during my tenure. I look forward to staying in touch.

Sincerely,

Your Name