

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one, as I have deeply valued the opportunities for professional and personal growth that have come my way during my time at [Company Name]. I am particularly grateful for the unwavering support and encouragement from my team. Your collaboration and camaraderie have made my role incredibly fulfilling.

I am proud of what we have accomplished together and I will always cherish the experiences and friendships developed here. Please let me know how I can help during the transition period. I hope to stay in touch and look forward to crossing paths in the future.

Thank you once again for everything.

Sincerely,

[Your Name]