

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation from [Your Position]

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 easy and took a lot of consideration. However, after careful thought, I believe that it is time for me to pursue new opportunities for personal and professional growth.

I am committed to making this transition as smooth as possible and am more than willing to assist in training my replacement or handing over my responsibilities during my remaining time. Please let me know how I can help during this transition period.

I would like to express my heartfelt gratitude for the opportunities I have been given at [Company Name] and for the support from you and my colleagues. I am looking forward to staying in touch, and I hope to cross paths in the future.

Thank you once again for everything.

Sincerely,

[Your Name]