

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 at [Company Name], effective [Last Working Day, typically two weeks from the date above].

First and foremost, I would like to express my heartfelt gratitude for the opportunities I have had during my time at [Company Name]. Working under your leadership and alongside such talented colleagues has been a truly rewarding experience. I appreciate the support, guidance, and encouragement that I have received throughout my tenure.

As I move forward in my career, I will carry with me the valuable lessons and memories that I have gained here. I am committed to ensuring a smooth transition and will do everything I can to complete my responsibilities in the coming weeks.

Thank you once again for everything. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]