

[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 two weeks from today, [Last Working Day Date]. This decision was not easy and took a lot of consideration.

Working at [Company's Name] has been a valuable experience for me, and I am grateful for the opportunities for personal and professional growth that I have received during my time here. I appreciate the support and guidance you have provided.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities efficiently.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]