

[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 [Last Working Day, typically two weeks from the date above].

This was not an easy decision to make, as my time at [Company's Name] has been immensely rewarding. I am truly grateful for the supportive and collaborative environment fostered by our team. Working alongside such talented individuals has not only helped me grow professionally but has also made everyday enjoyable.

I appreciate the opportunities for personal and professional development that I have received during my time here. I will always cherish the memories and friendships I have built, and I hope to maintain these connections in the future.

Thank you once again for everything. I am looking forward to staying in touch, and I wish everyone at [Company's Name] continued success.

Sincerely,

[Your Name]