

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]. This decision comes after careful consideration and is driven by personal reasons that I feel are necessary for my well-being.

Having been with the company for [number of years] years, I am truly grateful for the opportunities I have been given, the support from my colleagues, and the experiences that have helped shape my career. I will always cherish the time spent here and the relationships I have built.

I assure you that I will do everything I can to ensure a smooth transition during my remaining time. Please let me know how I can assist in transferring my responsibilities.

Thank you once again for the opportunity to be a part of [Company Name]. I wish the company continued success in the future.

Sincerely,
[Your Name]