

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision to make as I have enjoyed working at [Company's Name] and am grateful for the opportunities I have been given to grow both personally and professionally. However, I have accepted a new job opportunity that I believe will further my career goals.

I am committed to making this transition as smooth as possible. I am happy to assist in handing off my responsibilities and training my replacement, if needed.

Thank you once again for the support and guidance during my time at [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]