

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

I have appreciated the opportunities for growth and development during my time here, and I am grateful for the support of my colleagues. This decision was not easy, but I believe it is time for me to pursue new challenges.

I will ensure that my responsibilities are transitioned smoothly and will do my best to wrap up my duties before my departure.

Thank you for the guidance and opportunities you have provided.

Sincerely,

[Your Name]