

[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]. This decision was not made lightly, and it fills me with deep sorrow to leave such a wonderful team and work environment.

My time at [Company's Name] has been incredibly rewarding, both personally and professionally. I am grateful for the opportunities I have had to grow and learn from you and my colleagues. The support I have received here will always hold a special place in my heart.

Please know that my decision is based on [brief reason, if comfortable], and it has been a tough choice to make. I will do everything in my power to ensure a smooth transition and to assist in the handover of my responsibilities.

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

Warm regards,

[Your Name]