

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]. I apologize for the short notice, but due to [brief reason if comfortable sharing], I am unable to continue in my role.

I appreciate the opportunities I have had during my time here and the support from you and my colleagues. I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties.

Thank you for your understanding.

Sincerely,
[Your Name]