

[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]

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I am writing to formally resign from my position as Software Engineer at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. I appreciate the opportunities for professional and personal development that you have provided me during my time here.

I am committed to ensuring a smooth transition and will do my best to hand off my responsibilities effectively over the coming weeks.

Thank you again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish you and the company continued success.

Sincerely,

[Your Name]