

[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 Notice

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, and I have thoroughly considered the implications it has for my career.

I want to express my heartfelt gratitude for the opportunities to grow both personally and professionally during my time here. I have enjoyed working under your guidance and am thankful for the support from my colleagues and the entire management team.

I wish you and [Company's Name] continued success in the future. Please let me know how I can assist during the transition period.

Thank you once again for everything.

Sincerely,

[Your Name]