

[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 two weeks from today, [Last Working Day Date]. This decision was not easy and took a lot of consideration.

I've enjoyed working with you and the team and appreciate the opportunities for professional and personal development that you have provided me during my time here. I am grateful for the support and guidance you have given me.

I am committed to ensuring a smooth transition and will do everything I can during my remaining time to wrap up my duties and train my replacement if needed.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,  
[Your Name]