

[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, typically two weeks from the date above, or specify additional time]. Due to [brief reason for extra notice, if comfortable sharing], I would appreciate the opportunity to provide [number of weeks] additional notice.

During this time, I am committed to ensuring a smooth transition and will do everything in my capacity to assist with the handover of my responsibilities.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I am truly grateful for the support and guidance I have received.

Please let me know how I can help during this transition. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]