

[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]. This was not an easy decision to make, as my time here has been incredibly rewarding and filled with growth opportunities.

I want to take this opportunity to express my heartfelt gratitude to my colleagues. Their support and camaraderie have made my experience at [Company's Name] truly memorable. I have learned so much from each of you and will carry those lessons forward in my career.

Please let me know how I can assist during the transition. I hope to maintain the connections I've built here and wish everyone continued success.

Thank you once again for everything.

Sincerely,

[Your Name]