

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date above].

As I take this step, I want to express my deepest gratitude for the opportunities I've had during my time here. Working at [Company Name] has significantly contributed to my professional growth, allowing me to develop skills that I will carry with me throughout my career.

I appreciate the support and guidance you and the rest of the team have provided me. The experiences I've gained here have been invaluable, and I will always be thankful for the chance to be a part of such a talented group.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Thank you once again for the opportunities and support. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]