

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

I want to express my heartfelt gratitude for the opportunities I've had during my time at [Company's Name]. Working under your guidance and being a part of such a dedicated team has truly been a rewarding experience.

During my remaining time, I am more than willing to assist in the transition process, whether that means training a replacement or helping to wrap up outstanding projects. Please let me know how I can help make this transition as smooth as possible.

Thank you once again for everything. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]