

[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].

As I prepare to embark on this new chapter in my career, I want to take a moment to express my heartfelt gratitude for the incredible mentorship and guidance I have received during my time here. Your support has not only enhanced my professional skills but has also inspired me personally.

The experiences and knowledge I have gained under your leadership have been invaluable, and I will carry these lessons with me throughout my career. Thank you for believing in me and providing me with opportunities for growth.

I am committed to ensuring a smooth transition and will do everything necessary to hand off my responsibilities effectively.

Thank you once again for your guidance and support. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]