

[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 as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not an easy one to make, as my time here has been incredibly enriching both professionally and personally.

I want to express my heartfelt gratitude for your mentorship and support throughout my career here. Your guidance has played a significant role in my growth, and I am deeply thankful for the opportunities I have had to learn and develop under your leadership.

I will always cherish the experiences I've gained and the relationships I've built. I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

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

Sincerely,

[Your Name]