

[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 decision was not easy, as my time at [Company's Name] has been filled with valuable experiences and significant achievements.

During my tenure, I am proud to have contributed to [describe a specific project or responsibility], which resulted in [mention the outcome or success]. Additionally, I have enjoyed collaborating with my talented colleagues on [another project or initiative], culminating in [describe a significant achievement or recognition]. These milestones have not only contributed to the success of our team but have also played an integral role in my professional development.

I sincerely appreciate the opportunities I have had to grow and succeed at [Company's Name]. I would like to thank you and my colleagues for your support and encouragement. I look forward to staying in touch and hope to cross paths in the future.

Thank you for everything.

Sincerely,
[Your Name]