

[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].

I want to take this opportunity to express my heartfelt gratitude for the mentorship and guidance you have provided during my time here. Your support has been instrumental in my professional growth, and I am truly thankful for the opportunities I have had to learn and develop under your leadership.

The experiences and skills I have gained while working at [Company's Name] will stay with me throughout my career. I am excited to embark on this new chapter in my professional journey, but I will always cherish the relationships and memories I have built here.

Thank you once again for everything. I hope to stay in touch, and I look forward to hearing about all the great things [Company's Name] will accomplish in the future.

Sincerely,  
[Your Name]