

[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 an easy one to make, as my time at [Company's Name] has been both fulfilling and educational.

I am truly grateful for the opportunities I have had to grow professionally and personally during my tenure. Working with such a talented team and under your supportive leadership has been a remarkable experience. I have learned so much, from [specific projects or skills gained], which I will carry forward in my career.

I appreciate the support and guidance you have provided, and I am proud to have contributed to [specific achievements or milestones]. I hope to maintain the relationships I have built here even as I move on to new endeavors.

Thank you once again for everything. I wish [Company's Name] continued success and hope to stay in touch.

Sincerely,

[Your Name]