

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 but is made with great consideration of my personal growth and the skills I have acquired during my time here. I am immensely grateful for the opportunities I've had to develop [specific skills or experiences] and for the support provided by you and my colleagues.

The experiences I gained here have equipped me with invaluable insights and practical knowledge that I will carry forward in my career. I have genuinely enjoyed working with the team and will always look back fondly on my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process during my remaining time.

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

Sincerely,

[Your Name]