

[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 comes after careful consideration and a detailed assessment of my career goals and personal circumstances.

During my time at [Company's Name], I have greatly valued the opportunities for professional growth and development. I appreciate the support and guidance I have received from you and the entire team.

As I transition into the next phase of my career, I am committed to ensuring a smooth handover of my responsibilities. I will do my utmost to complete any outstanding tasks and assist in training my replacement during my remaining time.

Thank you once again for the valuable experiences and support provided during my tenure. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]