

[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].

Throughout my time here, I have greatly appreciated the constructive feedback and guidance I have received. The support from you and the team has helped me grow both professionally and personally, and I am truly grateful for those experiences.

As I move on to the next phase of my career, I will carry the lessons learned and the positive environment offered by [Company's Name] with me. I hope to maintain the relationships I've built here and look forward to staying in touch.

Thank you once again for all the opportunities and support. I am committed to ensuring a smooth transition of my responsibilities.

Sincerely,

[Your Name]