

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It is with mixed emotions that I submit my resignation, especially considering the positive changes and evolution within our department. I have greatly appreciated the opportunities for growth and development that have been presented to me during my time here.

While I am excited about new challenges ahead, I will always be grateful for the support and guidance from you and my colleagues. I wish the team continued success as the department evolves.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch in the future.

Sincerely,

[Your Name]