

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 easy and took a lot of consideration. I have truly enjoyed working here and am grateful for the opportunities I've had to grow both personally and professionally.

While I am excited about my new journey, I want to express my sincere desire to maintain a positive relationship beyond my departure. I hope to stay in touch and would welcome the opportunity to collaborate in the future on potential projects.

Thank you once again for your support and guidance during my time at [Company's Name]. I look forward to staying connected.

Warm regards,

Your Name