

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, as I have truly enjoyed my time working with such a talented group of individuals.

During my tenure, I have witnessed firsthand the dedication and commitment that [Company Name] has towards achieving excellence. I am incredibly proud of what we have accomplished together, and I have no doubt that the organization will continue on its path of success.

As I transition to the next chapter of my professional journey, I want to ensure a seamless handover of my responsibilities. I am more than willing to assist in training my replacement and will make every effort to complete pending projects to the best of my ability.

Thank you for the opportunities for personal and professional growth that you have provided me during my time at [Company Name]. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]