

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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. However, I believe it is time for me to pursue new opportunities and challenges.

During my remaining time, I am committed to ensuring a smooth transition. I am more than willing to assist in transferring my responsibilities and training my successor. Please let me know how I can help facilitate this process to make it as seamless as possible.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I have greatly appreciated my time working here and will cherish the experiences and relationships I have built.

Thank you for your understanding, and I hope to keep in touch in the future.

Sincerely,

[Your Name]