

[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 made lightly, especially in light of the recent recognition I received for my long-term dedication to the company.

I have truly appreciated the opportunities for personal and professional growth over the years. Working with such a supportive team and under your guidance has been a significant part of my career.

Thank you for everything. I hope to maintain our relationship even after my departure and wish the company continued success.

Sincerely,

[Your Name]