

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 comes after much deliberation and reflection.

Having been recognized with [specific reward or recognition] during my time at [Company Name], I feel a deep sense of gratitude for the opportunities I have had to contribute to our projects and work alongside an exceptional team. I truly appreciate the support and encouragement I have received from you and my colleagues.

Thank you once again for the remarkable experiences and the chance to grow within this wonderful organization. I hope to stay in touch, and I wish [Company Name] continued success in all future endeavors.

Sincerely,
[Your Name]