

[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].

Making the decision to leave was not easy, as my time at [Company's Name] has been integral to my professional development. The projects I have worked on and the skills I have gained during my tenure here have prepared me for the next chapter of my career, and for that, I am grateful.

Thank you for the support and encouragement you have provided. I have truly enjoyed being part of such a talented team, and I look forward to remaining connected in the future.

Sincerely,

[Your Name]