

[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, but I have decided to pursue new professional challenges that will help me grow in my career.

Working at [Company's Name] has been a valuable experience, and I am truly grateful for the opportunities I have had to develop my skills and contribute to our team's successes. I appreciate your support and guidance during my time here.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process. Please let me know how I can help during this time.

Thank you once again for the support and camaraderie. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]