

[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, as my time here has been both rewarding and transformative.

Reflecting on my journey at [Company's Name], I am grateful for the opportunities I have had to grow professionally and personally. I have learned invaluable skills and forged meaningful relationships, which I will carry with me into my future endeavors.

As I look forward to the next chapter of my career, I am excited about the new challenges and opportunities that lie ahead. My experience here has equipped me with the tools necessary to pursue my ambitions with confidence.

I appreciate your support and guidance during my tenure, and I am committed to ensuring a smooth transition over the coming weeks. Please let me know how I can assist in handing over my responsibilities.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,  
[Your Name]