

[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 today].

This decision is based on personal reasons. I appreciate the opportunities I have had during my time here and am grateful for your support and guidance.

I will do my best to ensure a smooth transition of my responsibilities before my departure.

Thank you for your understanding.

Sincerely,
[Your Name]