

[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]