

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, as my time with [Company Name] has been both rewarding and invaluable to my professional growth.

I would like to express my sincere gratitude for the outstanding leadership, support, and encouragement I have received from you and the entire management team. Your guidance has not only helped me develop my skills but has also contributed to a highly positive and motivating workplace environment. I have truly appreciated the trust you placed in me and the opportunities for growth that you provided throughout my tenure.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or handling any outstanding tasks to the best of my ability. Please let me know how I can be of help during this period.

Thank you once again for all your support and for creating an inspiring work culture. I will look back on my time at [Company Name] with fond memories, and I wish you and the company continued success.

Sincerely,  
[Your Name]