

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Today's Date]

[Manager's Name]  
[Company Name]  
[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., two weeks from today]. Due to personal reasons, I have decided it is best for me to step down at this time.

I am grateful for the opportunities and support I have received during my time here. Please let me know how I can help with the transition.

Thank you for your understanding.

Sincerely,  
[Your Name]