

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

[Manager's Name]  
[Manager's 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] with [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision did not come easily, as my time at [Company Name] has been filled with personal and professional growth that I greatly value.

I would like to take this opportunity to express my sincere gratitude for your exceptional support and guidance throughout my tenure here. Your leadership and encouragement have had a significant impact on my career development and confidence. I have greatly appreciated your open-door policy, your willingness to listen, and your steadfast dedication to fostering a positive work environment.

Thank you for entrusting me with challenging projects and for always being there to offer advice and support. The skills and knowledge I have gained under your mentorship will serve me well as I move forward in my career.

Please let me know how I can assist during this transition. I am committed to ensuring a smooth handover of my responsibilities and will do my best to support the team during this period.

Thank you once again for your kindness and leadership. I look forward to staying in touch and hope our paths cross again in the future.

With warmest regards,  
[Your Name]