[Company Name]

[Company Address]

[City, State ZIP Code]

[Phone Number]

[Email]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Manager's Name],

I am writing to inform you of my decision to resign from my position as [Position] with [Company Name]. My last day of employment will be [Effective Date of Resignation].

I have decided to leave the company due to [Reason for Leaving]. I want to express my gratitude for the opportunity to work for such a great company and for the skills and experience I have gained during my time here.

I understand that my departure may cause inconvenience, and I am willing to assist in the transition period. Please let me know what I can do to help and how long I will be available to assist.

I want to take this opportunity to thank you and the entire team at [Company Name] for the support and guidance provided during my tenure here. I have truly enjoyed working with all of you and have learned a great deal from this experience.

Yours sincerely,

[Your Name]