

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. It is with a heavy heart that I write to formally resign from my position at [Company's Name] effective two weeks from today, [Last Working Day]. This decision has not come easily and is purely due to personal reasons that require my full attention at this time.

Working at [Company's Name] has been one of the most rewarding experiences of my life. I am deeply grateful for the support, opportunities, and friendships that have been extended to me over the years. The entire team has been like a second family, and I cherish the invaluable experiences and lessons learned during my time here.

Please let me know how I can make this transition process as smooth as possible in the time remaining. I am committed to wrapping up my duties and ensuring a seamless handover of my responsibilities.

Thank you once again for your understanding and support. I sincerely hope that our paths will cross again in the future.

Warm regards,

[Your Name]