

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly and comes after careful consideration of my career path. I have truly valued my time here and am grateful for the opportunities I have had to grow and work alongside such a talented team.

I am committed to ensuring a smooth transition and will do my utmost to hand over my responsibilities effectively. Please let me know how I can help during this period.

Thank you for your understanding and support.

Sincerely,

[Your Name]