

Certainly, here's a simple example:

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Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision was not made lightly and comes after careful consideration. I want to express my heartfelt gratitude for the opportunities I've had over the past [duration] at [Company Name]. Working under your leadership and with such a talented team has been an invaluable experience.

Reflecting on my time here, I am grateful for the support and encouragement that allowed me to grow both personally and professionally. The experiences and knowledge I have gained will remain with me as I move into the next chapter of my career.

Please let me know how I can help during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

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

Warm regards,

[Your Name]