[Date]

[Manager’s Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager’s Name],

I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day].

I want to express my deepest gratitude for the opportunities and experiences I have had during my tenure at [Company Name]. It has been an honor to be a part of this exceptional team and contribute to the success of the organization. I had the privilege of working alongside talented colleagues and under your guidance, which has been instrumental in my professional development.

I am committed to ensuring a smooth transition during my notice period. I am willing to assist in finding and training my replacement. I will also complete any outstanding tasks to minimize any disruption to the team and the organization.

I sincerely appreciate your understanding and support during this transition. I am grateful for the trust and confidence you have placed in me, and I hope you see this as a positive step in my career journey.

Please feel free to reach out to me if you require any further information or assistance during this transition process. I am fully committed to ensuring a seamless handover.

Thank you once again for the opportunities and experiences I have gained at [Company Name]. I look forward to the next chapter of my career with enthusiasm and gratitude.

Sincerely,

[Your Name]