Dear *Manager's name*,

I am writing to inform you of my decision to resign from my position as *Your position* at *Company name*. My last day of employment will be *Your last day*.

I have accepted a position at *New company name* as a *Your new position*. This is an exciting opportunity for me to grow in my career and I am looking forward to the new challenges and experiences it will bring.

I want to thank you for the opportunity to work at *Company name*. I have enjoyed my time here and I have learned a lot. I appreciate the support and guidance you have given me over the years.

I wish you and the company all the best in the future.

Sincerely,  
*Your name*