

[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 am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunities for professional and personal development during my time here, and I am grateful for the support and guidance that you and the team have provided.

I will ensure a smooth transition and am happy to assist in training my replacement or handing off my responsibilities.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,  
[Your Name]