

[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 appreciated the opportunities I have had at [Company's Name], and I am grateful for the support and encouragement from you and my colleagues. It has been a pleasure working with the team and being a part of [Company's Name].

I will do my best to ensure a smooth transition and will complete all outstanding work before my departure.

Thank you once again for the opportunity. I look forward to staying in touch.

Sincerely,
[Your Name]