

[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 am grateful for the opportunities for personal and professional development that you have provided me during my time at the company. I have enjoyed working with you and the team and appreciate the support and guidance you have offered.

I will ensure that all my responsibilities are handed over smoothly and am happy to assist in training my replacement during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]