

[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 hope this message finds you well. I am writing to officially resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed my time working with you and the team, and I am grateful for the opportunities for personal and professional growth that I have received during my employment.

Please let me know how I can assist in making the transition as smooth as possible.

Thank you for your understanding.

Sincerely,  
[Your Name]