

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically within two weeks or as per your notice period].

I appreciate the opportunities I have had during my time at the company and regret any inconvenience my departure may cause.

Thank you for your understanding.

Sincerely,  
[Your Name]