

[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 two weeks from today, [Last Working Day, Date].

I have enjoyed working at [Company's Name] and appreciate the opportunities for personal and professional development. I am grateful for the support and guidance I have received during my tenure.

I will ensure a smooth transition by completing my current responsibilities and training my replacement if necessary.

Thank you again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,
[Your Name]