

[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 appreciate the opportunities for personal and professional development that you have provided me during my time at the company. I am grateful for the support and guidance I have received from you and my colleagues. I will do my best to ensure a smooth transition and will complete my ongoing projects before my departure. Please let me know how I can assist you during this transition.

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

Sincerely,
[Your Name]
[Your Job Title]