

[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 want to express my heartfelt gratitude for the opportunities I have had during my time here. I have learned a great deal and have enjoyed working with such a talented team. The experiences we've shared will always hold a special place in my heart.

As I move on to the next chapter of my career, I hope to stay in touch with everyone. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you once again for everything. Wishing [Company's Name] continued success.

Sincerely,
[Your Name]