

[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 sincere gratitude for the opportunities I have had during my time at [Company's Name]. I have greatly enjoyed working with such a talented team and am thankful for the support and guidance you have provided throughout my tenure.

I appreciate the experiences I've gained and the friendships I have made during my time here. I am committed to ensuring a smooth transition and will do whatever I can to hand over my responsibilities effectively. Thank you once again for everything. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]