

[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 I have had while working at [Company's Name] and the support from you and my colleagues. I have learned a lot and am grateful for the experiences.

I will do my best to ensure a smooth transition during my remaining time.

Please let me know how I can assist in this process.

Thank you once again for everything.

Sincerely,
[Your Name]