

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with you and the team over the past [duration of employment]. During my time at [Company's Name], I have gained valuable experience and developed both personally and professionally.

I will do my best to ensure a smooth transition and am happy to assist in wrapping up my duties before my departure. Please let me know how I can help during this period.

Thank you once again for the support and the opportunities for professional growth that you have provided me. I look forward to staying in touch, and I wish you and the team all the best.

Sincerely,  
[Your Name]