

[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 two weeks from today, [Last Working Day, Date].

I appreciate the opportunities for professional and personal development that you have provided during my time at [Company's Name]. I have enjoyed working with you and the team, and I am grateful for the support and guidance I have received.

Please let me know how I can assist during the transition period.

Thank you once again for the opportunity to be a part of [Company's Name].

Sincerely,
[Your Name]