

[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 enjoyed my time working at [Company's Name] and am grateful for the opportunities I have had to learn and grow within the team. I appreciate your support and guidance during my time here.

Please let me know how I can help during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]