

[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 of this letter].

I appreciate the opportunities for professional and personal development that you have provided me during my time at the company. I am grateful for the support and guidance I have received from you and my colleagues. I will do my best to ensure a smooth transition and complete my outstanding tasks before my departure. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]