

[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 have greatly appreciated the opportunities for personal and professional development during my time here. I am thankful for your support and guidance, which have contributed to my growth in this role. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively in the remaining time.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch, and I wish you and the team continued success.

Sincerely,  
[Your Name]