

[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 announce my resignation from [Your Position] at [Company's Name], effective two weeks from today, [Last Working Day Date].

I appreciate the opportunities I have been given during my time at [Company's Name], and I am grateful for the support and encouragement I have received from you and my colleagues.

I will do everything I can to ensure a smooth transition during my remaining time and will be happy to assist in training my replacement. Thank you for the understanding and support. I hope to stay in touch in the future.

Sincerely,  
[Your Name]