

[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 appreciated the opportunity to work with you and the team during my time here. I have learned and grown a lot professionally and personally, and I am grateful for the support and guidance provided to me.

I will ensure a smooth transition of my responsibilities before my departure. Please let me know how I can help during this time.

Thank you again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]