

[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 appreciate the opportunities I've had during my time at [Company's Name]. I am grateful for the support and guidance provided by you and my colleagues.

I will do my best to ensure a smooth transition and will assist in the 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 Signature (if sending a hard copy)]
[Your Printed Name]