

[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 want to express my gratitude for the opportunities I've had during my time here. I have enjoyed working with you and the team, and I value the professional growth I've experienced.

I am committed to ensuring a smooth transition and will do my best to complete my current tasks and assist in the handover process during my remaining time.

Thank you once again for your support and understanding. I look forward to staying in touch, and I wish you and the team continued success.

Sincerely,
[Your Name]