

[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 heartfelt gratitude for the opportunities I have had during my time here. Working with such a talented team and under your guidance has been incredibly rewarding. I have gained valuable skills and experiences that I will carry with me throughout my career.

Thank you once again for your support and understanding. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]