

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work with you and the team. My time at [Company Name] has been instrumental in my professional growth, and I am grateful for the support and guidance I have received.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and transfer knowledge during my remaining time. Thank you once again for the opportunity. I look forward to staying in touch in the future.

Sincerely,  
[Your Name]