

[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 greatly appreciated the opportunity to work with you and the team at [Company Name]. Thank you for the support and opportunities for personal and professional development during my time here.

I am committed to making this transition as smooth as possible and will assist in training my replacement if needed.

Thank you once again for the opportunity. I look forward to staying in touch and wish the company continued success.

Sincerely,
[Your Name]