

[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 have appreciated the opportunity to work with you and the team. I am grateful for the experiences and support I have received during my time here.

I will ensure a smooth transition of my responsibilities and will be happy to assist in training my replacement if needed.

Thank you once again for the opportunity. I hope to stay in touch.

Sincerely,
[Your Name]