

[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 appreciate the opportunities for professional development and the support I have received during my time at [Company's Name]. I am grateful for the experiences and skills I have gained while being part of the team.

I will do my best to ensure a smooth transition and to complete my current responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name].

Sincerely,
[Your Name]