

[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 of the letter].

I appreciate the opportunities for professional and personal development that I have received during my time here. I am grateful for the support and guidance provided by you and my colleagues, which has helped me grow in my career.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure. Please let me know how I can assist during this transition process.

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

I hope to stay in touch, and I wish everyone at the company continued success.

Sincerely,

[Your Name]