

[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 appreciate the opportunities I have had during my time with the company and the support from you and my colleagues. This decision was not made lightly, and I am grateful for the experiences and skills I have gained while working here.

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

Thank you once again for the opportunity to be part of [Company Name]. I hope to stay in touch, and I wish you and the company continued success.
Sincerely,

[Your Name]