

[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 been given during my time at [Company Name] and the support I have received from you and my colleagues. My experiences here have contributed to both my personal and professional growth, for which I am genuinely thankful.

I will ensure a smooth transition of my responsibilities and will complete all pending tasks during my remaining time at the company.

Please let me know how I can assist during the transition.

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

I wish you and the team continued success in the future.

Sincerely,

[Your Name]