

[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 have greatly appreciated the opportunities I've had to grow and develop professionally during my time at [Company Name]. I am grateful for the support and guidance you've provided and will cherish the experiences I've gained.

Please let me know how I can assist during the transition period. I wish the team all the best for the future.

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

Sincerely,

[Your Name]