

[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 I've had during my time here and have
learned a great deal. I am committed to ensuring a smooth transition and
will assist in handing over my responsibilities.

Thank you for your understanding.

Sincerely,
[Your Name]