

[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 have truly appreciated the opportunities for personal and professional growth during my time here. Working alongside such a talented team and contributing to our customers' satisfaction has been a fulfilling experience.

I am committed to ensuring a smooth transition, including training my replacement and handing over my responsibilities.

Thank you for your understanding and support. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]