

[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 as a B.Tech trainee at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly valued the opportunity to work with the team and gain practical experience during my time here. This position has been instrumental in my professional development, and I am grateful for the support and guidance provided by you and my colleagues.

I will ensure that all my duties are completed and will assist in the transition process during my remaining time here. Please let me know how I can help during this transition.

Thank you for the opportunity to be a part of [Company's Name]. I hope to keep in touch in the future.

Sincerely,  
[Your Name]