

[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].

[Optional: Brief reason for leaving, if desired.]

I would like to express my gratitude for the opportunities I have had during my time here and to appreciate your support and guidance.

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

Thank you once again.

Sincerely,

[Your Name]

CC: [Additional recipients' names and titles, e.g., HR Manager's Name, Team Members' Names]