

[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 have had during my time here and the support from you and my colleagues. I am grateful for the experiences and knowledge I have gained.

I will do my best to ensure a smooth transition and complete any remaining tasks before my departure.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]