

[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 at [Company's Name] and the support from you and my colleagues. I have enjoyed working here and have learned a lot.

I will ensure that my responsibilities are handed over smoothly and will assist in any way during the transition period.

Thank you once again for the opportunity. I wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]