

[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 have appreciated the opportunities for personal and professional growth during my time here and have enjoyed working with such a talented team.

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

Sincerely,

CJ Smith