

[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 at [Company's Name] and the
support from my colleagues and management.

Thank you for the experience and knowledge I gained during my time here.

I wish [Company's Name] continued success.

Sincerely,

[Your Name]