

[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 as [Your Job Title] 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 at [Company's Name] and the support from you and my colleagues.

Thank you for everything. I look forward to staying in touch.

Sincerely,  
[Your Name]

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[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],

Please accept this letter as my formal resignation from my role as [Your Job Title] at [Company's Name], effective [Date].

I have greatly enjoyed my time working at the company and am grateful for the opportunities for personal and professional growth.

Thank you for your understanding.

Best regards,  
[Your Name]

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[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[HR Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally resign from my position as [Your Job Title], effective [Last Working Day].

Thank you for the support and encouragement during my time here.

Warm regards,

[Your Name]