

[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 have appreciated the opportunity to work with you and the team over the past [duration of employment]. I am grateful for the experiences I've gained and the support I've received.

Please let me know how I can assist during the transition. I hope to maintain our professional relationship moving forward.

Thank you once again for everything.

Sincerely,  
[Your Name]