

[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 during my time at the company, and I am grateful for the support and guidance provided to me. I have learned a great deal and will carry these experiences into the future. Please let me know how I can assist during the transition. I wish [Company's Name] continued success and hope to stay in touch. Thank you once again for everything.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]