

[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 greatly appreciated the opportunities for professional and personal development during my time at [Company's Name]. I am especially thankful for [mention any specific experiences or support].

I will do my best to ensure a smooth transition and will assist in handing over my responsibilities during my remaining time.

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

Sincerely,
[Your Name]