

[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 am grateful for the opportunities I've had during my time at [Company's  
Name] and appreciate the support and guidance provided to me.

I will do my best to ensure a smooth transition over the coming weeks.

Please let me know how I can assist during this period.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]