

[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 have greatly appreciated the opportunities for professional and personal development during my time at [Company's Name]. I am grateful for the support and guidance from you and my colleagues.

I will ensure that all my responsibilities and projects are completed before my departure and will assist in transitioning my duties to a colleague.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish the team continued success in the future.

Sincerely,

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