

[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 would like to request an early release from my duties, with my last working day being [Proposed Last Working Day]. I understand that this may require adjustments and will do my best to ensure a smooth transition. I appreciate the opportunities I have had at [Company's Name] and the support I've received from you and my colleagues. Thank you for everything.

Sincerely,

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