

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name],
effective [last working day, typically two weeks from the date above].
I appreciate the opportunities I have had during my tenure at [Company
Name] and am grateful for your support and mentorship.
Thank you once again for everything. I wish you and the team continued
success.

Sincerely,
[Your Name]