

[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]. This decision was not made lightly, and I appreciate the opportunities I've had during my time here.

In accordance with my notice period, I will ensure a smooth transition of my responsibilities. I am happy to assist in training my replacement or outlining my current projects to facilitate this process.

Thank you once again for the support and guidance during my tenure. I look forward to staying in touch, and I wish [Company's Name] continued success.

Sincerely,
[Your Name]