

[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 truly appreciate the opportunities I have had during my time at [Company's Name] and am grateful for the support and experiences I received.

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.

Sincerely,  
[Your Name]