

[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 I have had during my time at [Company's Name], especially [mention any specific projects, experiences, or learning opportunities]. It has been a pleasure to work with such a talented team and to contribute to the company's success.

I am committed to ensuring a smooth transition and will complete my current projects and assist in the handover process over the next [notice period duration]. Please let me know how I can help during this transition.

Thank you for your guidance and support during my tenure. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,  
[Your Name]