

[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 two weeks from today, [Last Working Day].

I have greatly appreciated the opportunities I've had to grow and learn during my time here. I am grateful for the support and guidance you have provided me.

I will do my best to ensure a smooth transition over the next two weeks. Please let me know how I can help during this time.

Thank you once again for everything.

Sincerely,
[Your Name]