

[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 of the letter].

I appreciate the opportunities I have had during my time at [Company's Name] and the support from you and the team. This decision was not made lightly, and I am grateful for the experiences I've gained here.

Please let me know how I can help during the transition. I hope to stay in touch in the future.

Thank you once again.

Sincerely,
[Your Name]