

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunities for professional and personal development that you have provided me during my time here.

Please let me know how I can assist during the transition.

Thank you once again for the support and guidance. I am looking forward to staying in touch.

Sincerely,
[Your Name]