

[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 for personal and professional development during my time here. I am thankful for the support I have received from both colleagues and management.

I will ensure a smooth transition by [offer assistance with the transition, if applicable].

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch in the future.

Sincerely,
[Your Name]