

[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 this letter].

I appreciate the opportunities I've had during my time at [Company's Name], and I'm grateful for the support and guidance I've received from you and my colleagues.

I will ensure that my responsibilities are transitioned smoothly and will assist in training my replacement if needed.

Thank you once again for everything.

Sincerely,  
[Your Name]