

[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 above].

I want to express my gratitude for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with you and the team, and I appreciate the support and guidance I've received.

During the transition, I am committed to ensuring a smooth handover of my responsibilities and will assist in any way to make the process as seamless as possible.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]