

[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 have appreciated the opportunities to grow and develop my skills during my time at the company. I am grateful for the support and mentorship I have received.

I will ensure a smooth transition of my responsibilities and am happy to assist in training my replacement if needed.

Thank you again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,
[Your Name]