

[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 enjoyed my time working at [Company's Name] and appreciate the opportunities I have had to grow and develop in my role. I am grateful for the support and guidance provided by you and my colleagues.

Please let me know how I can assist during the transition and ensure a smooth handover of my responsibilities.

Thank you once again for everything. I wish you and the team continued success.

Sincerely,  
[Your Name]