

[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 appreciate the opportunities for professional and personal development that you have provided me during my time here. I have enjoyed working with you and the team, and I am grateful for the support and guidance you have extended.

I will ensure a smooth transition and will complete my current duties and assist in transferring my responsibilities to whomever you designate.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]