

[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 personal and professional development that you have provided me during my time here. It has been a pleasure working with you and the team.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process.

Thank you once again for the support and opportunities I received during my tenure. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]