

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunities for personal and professional development that you have provided during my time at [Company Name]. I am grateful for the support and encouragement I have received from you and my colleagues.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good order and support the team as much as possible.

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

Sincerely,
[Your Name]