

[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 appreciate the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with you and the team, and I am grateful for the support that I have received.

I will do everything possible to ensure a smooth transition, including training my replacement and completing any outstanding tasks.

Thank you once again for the opportunity. I look forward to staying in touch.

Sincerely,

[Your Name]

[Electronic Signature]