

[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 of the letter].

I have appreciated the opportunity to work with you and the team and to contribute to [specific project or experience]. This decision was not easy, but I believe it is the right step for my career at this time.

Thank you for your guidance and support during my time here. I am committed to ensuring a smooth transition and will complete all necessary tasks before my departure.

Sincerely,
[Your Name]