

[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 am grateful for the opportunities I have had during my time at
[Company's Name] and appreciate the support and guidance provided to me.
Thank you for understanding, and I wish the company continued success in
the future.

Sincerely,
[Your Name]