

[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've had during my time here, especially [mention any specific experiences you appreciated]. I appreciate the support and guidance provided by you and my colleagues. I will ensure a smooth transition and will complete my ongoing tasks by my last day. I am willing to assist in training a replacement if needed. Thank you once again for the experience. I hope to keep in touch in the future.

Sincerely,
[Your Name]