

[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 resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my gratitude for the opportunities I've had while working at [Company Name]. The experiences and knowledge I've gained will be invaluable for my future endeavors.

I am committed to ensuring a smooth transition and will assist in transferring my responsibilities before my departure.

Thank you once again for everything. I hope to stay in touch moving forward.

Sincerely,  
[Your Name]