

[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 have appreciated the opportunities for personal and professional development during my time at [Company's Name]. Thank you for your support and guidance.

I am committed to ensuring a smooth transition and will complete any outstanding tasks. Please let me know how I can assist during this period.

Thank you once again for everything.

Sincerely,  
[Your Name]