

[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 have appreciated the opportunities for personal and professional development during my time here. I am grateful for the support and guidance provided by you and my colleagues.

I will ensure that all my responsibilities are handled and will assist in the transition process during my remaining time.

Thank you once again for the opportunity. I hope to stay in touch and wish the company continued success.

Sincerely,
[Your Name]