

[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 of the letter].

I appreciate the opportunities I've had to grow and learn during my time here. I would like to thank you and the entire team for your support and guidance.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or wrapping up my responsibilities.

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

Sincerely,
[Your Name]