

[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 appreciate the opportunities I have been given during my time at
[Company's Name] and the support I received from you and my colleagues.
Thank you for everything. I wish the team and the company continued
success in the future.

Sincerely,
[Your Name]