

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[Gwalior, 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 am grateful for the opportunities I've had at [Company's Name] and have enjoyed working with such a talented team.

Thank you for your understanding.

Sincerely,
[Your Name]
[Job Title]