

[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 greatly appreciated the opportunity to work with the team and contribute to the company's success. I am especially thankful for [mention any specific experiences or learning opportunities].

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively.

Thank you once again for the guidance and support during my time at [Company's Name]. I hope to stay in touch, and I wish the team continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]