

[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 appreciate the opportunities I have had during my time here and the support I have received from you and my colleagues. It has been a rewarding experience and I am grateful for the chance to contribute to the team.

I will do my best to ensure a smooth transition during my remaining time and will complete all outstanding tasks.

Thank you once again for everything. I wish the company continued success in the future.

Sincerely,  
[Your Name]