

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR 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].

I am grateful for the opportunities and support that I have received during my time at [Company Name]. It has been a valuable experience and I appreciate the chance to work with an exceptional team.

Please let me know how I can assist during the transition period. I hope to keep in touch and wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]