

[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 of the letter].

I have appreciated the opportunity to be part of [Company's Name] and have valued the experiences I've gained during my time here.

Please let me know how I can help during the transition.

Thank you for your support and guidance.

Sincerely,

[Your Name]