

[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 have greatly appreciated the opportunity to work at [Company Name] and
contribute to our projects, particularly [mention any specific project or
experience]. The support from you and the team has significantly enhanced
my professional growth.

Thank you for the guidance and opportunities for development during my
time here. I am committed to ensuring a smooth transition and will assist
in the handover of my responsibilities.

Wishing you and the team continued success.

Sincerely,
[Your Name]