

[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 thoroughly enjoyed my time at [Company's Name] and am grateful for the opportunities for personal and professional development that I have received. Working with such a talented team has been a rewarding experience.

I am committed to ensuring a smooth transition and will do everything I can to assist during this period. I hope to maintain our positive relationship moving forward.

Thank you once again for the opportunity to be a part of [Company's Name].

Sincerely,  
[Your Name]