

[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 greatly appreciated the opportunities I've had while working at [Company's Name], including [mention any specific experiences or projects]. The support from my team and the valuable guidance I received from you has played an essential role in my personal and professional growth.

Please let me know how I can assist during the transition period. I am happy to help train my replacement and ensure that all my responsibilities are smoothly handed over before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]