

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunities I've had to grow and the support I've received during my time at [Company's Name].

Please let me know how I can assist during the transition process.

Thank you for everything.

Sincerely,

[Your Name]