

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR 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 appreciate the opportunities for personal and professional growth
during my time at the company. I am grateful for the support and guidance
I've received from you and my colleagues.

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

Thank you once again for everything.

Sincerely,
[Your Name]