

[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 have greatly appreciated the opportunities to grow and develop my skills during my time at [Company Name]. I am especially thankful for the support and guidance provided by the team and management.

Please let me know how I can assist in the transition during my remaining time. I hope to stay in touch and wish [Company Name] continued success in the future.

Thank you once again for everything.

Sincerely,  
[Your Name]