

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

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

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have had during my time at [Company Name]. I appreciate the support and guidance from you and my colleagues, which has greatly contributed to my professional growth.

Please let me know how I can assist during the transition period. I hope to keep in touch and wish the company continued success in the future.

Thank you once again for everything.

Sincerely,  
[Your Name]