

[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 at [Company Name],  
effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time at [Company  
Name], and I am grateful for the support and guidance provided to me.

I will ensure a smooth transition and will be happy to assist in training  
my replacement or handing over my responsibilities.

Thank you once again for everything.

Sincerely,

[Your Name]