

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

I appreciate the opportunities I have had during my time at [Company's Name] and am grateful for the support and guidance you and my colleagues have provided.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities and assist in handing over my duties.

Thank you once again for everything. I wish you and the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]