

[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 want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with you and my colleagues, and I appreciate the support and guidance I have received. I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in handing off my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]