

[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], especially [mention any specific experiences or skills gained]. I have enjoyed working with you and the team, and I am grateful for the support and guidance provided throughout my tenure.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]