

[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 have greatly enjoyed working at [Company's Name] and am grateful for the opportunities to grow professionally and personally during my time here. I appreciate the support and guidance you have provided me. Please let me know how I can assist during the transition period. I am committed to completing my duties and ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]