

[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 for personal and professional development that you have provided during my time at the company. I have greatly valued my experience working with you and the team.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities before my departure.

Thank you for your understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]