

[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 appreciated the opportunity to work with such a talented team and to contribute to [specific project or achievement], during my time at [Company's Name]. I am grateful for the support and encouragement I have received, and I will cherish the experiences and skills I have gained here.

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

Thank you once again for the opportunities for personal and professional development that you have provided me. I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]