

[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 the company. I appreciate the support and guidance you and the team have provided.

I will ensure a smooth transition and will complete my responsibilities before my departure. Please let me know how I can assist during this process.

Thank you once again for everything.

Sincerely,

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