

[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 announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed working at [Company's Name] and am grateful for the opportunities for personal and professional development. I appreciate the support and guidance provided to me during my time here.

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

Thank you again for the opportunity to be a part of [Company's Name]. I wish the team continued success.

Sincerely,
[Your Name]