

[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 thoroughly enjoyed my time working with the team and am grateful for the opportunities for professional and personal growth that I have gained during my tenure here.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the support and guidance during my time at [Company's Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]