

[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 you and the team, and I am grateful for the opportunities I've had during my tenure at the company.

I appreciate all the support and encouragement I have received, and I will do my best to ensure a smooth transition over the coming weeks.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,  
[Your Name]