

[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 greatly appreciated the opportunity to be a part of [Company's Name] and am thankful for the support and guidance I have received during my tenure. Working with such a talented team has greatly enriched my professional experience.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure. Please let me know how I can assist during this period.

Thank you once again for the opportunity. I look forward to staying in touch.

Sincerely,  
[Your Name]