

[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 enjoyed working at [Company's Name] and am grateful for the opportunities to grow and develop both personally and professionally. Thank you for your support and guidance during my time here. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,  
[Your Name]