

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunities for professional and personal development during my time at [Company/Organization Name]. I am grateful for the support and guidance provided to me.

Please let me know how I can assist during the transition. I hope to leave my responsibilities in good order.

Thank you again for the opportunity to be a part of [Company/Organization Name]. I look forward to staying in touch in the future.

Sincerely,
[Your Name]