

[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 want to express my gratitude for the opportunities for personal and professional development that I have received during my time here. I appreciate the support and guidance that you and the team have provided me.

I will do my utmost to ensure a smooth transition, including training my replacement and completing any outstanding projects.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]