

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position in the IT department at [Company Name], effective [last working day, typically two weeks from the date above].

I have thoroughly enjoyed my time at [Company Name] and am grateful for the opportunities to work with such a talented team. I appreciate the support and guidance I've received during my tenure, which has played a significant role in my professional development.

Please let me know how I can assist in the transition during my remaining time here. I am committed to ensuring a smooth handover of my responsibilities.

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

Sincerely,
[Your Name]
[Your Job Title]