

[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 work with such a talented team and to contribute to the company's projects and goals. My time at [Company's Name] has been invaluable in my personal and professional growth.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively during my remaining time.

Thank you once again for the support and opportunities during my time here. I look forward to keeping in touch and hope to cross paths in the future.

Sincerely,
[Your Name]