

[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]

Subject: Resignation Letter

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 appreciated the opportunities for personal and professional development during my time here. I am grateful for the support and guidance provided by you and my colleagues.

I will ensure a smooth transition and complete all pending tasks before my departure.

Thank you once again for everything. I hope to stay in touch.

Sincerely,

[Your Name]