

[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 enjoyed my time working with the team and am grateful for the opportunities I have had to grow and learn in my role.

Thank you for the support and guidance you have provided during my tenure. I hope to maintain our professional relationship in the future.

Sincerely,

[Your Name]