

[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 opportunities for personal and professional development during my time at [Company's Name]. I am thankful for the support and guidance I have received from you and my colleagues.

Please let me know how I can assist during the transition. I hope to maintain a positive relationship moving forward.

Thank you once again for everything.

Sincerely,
[Your Name]