

[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 am writing to formally resign from my position at [Company Name],
effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunities for personal and professional growth
during my time here at [Company Name]. I am grateful for the support and
guidance you and my colleagues have provided.

I will do my best to ensure a smooth transition by completing my current
projects and assisting in the handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch, and I wish
[Company Name] continued success in the future.

Sincerely,
[Your Name]