

[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 appreciate the opportunities I have had during my time here and am grateful for the support from both you and my colleagues. I have enjoyed working on [specific project or aspect of your job], and I will carry the experience with me into my future endeavors.

Please let me know how I can help during the transition period. I hope to maintain our professional relationship moving forward.

Thank you once again for the opportunities and support.

Sincerely,  
[Your Name]