

[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 want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I appreciate the support and guidance from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and train my replacement if needed.

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

[Company's Name] continued success.

Sincerely,

[Your Name]