

[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 of the letter].

I have appreciated the opportunity to work with you and the team at [Company Name]. I have gained invaluable experience during my time here, and I am grateful for the support and guidance provided.

I will ensure that all my responsibilities are up-to-date before my departure and will assist in the transition process as needed.

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

Sincerely,
[Your Name]