

[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've had during my time at the company,
and I am grateful for the support and guidance I've received.

I am committed to ensuring a smooth transition and will do my best to
complete my current responsibilities and assist in handing over my tasks.

Thank you once again for the opportunity to be a part of [Company's
Name]. I wish the team continued success in the future.

Sincerely,
[Your Name]