

[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 announce my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunities for professional and personal development during my time here. I am grateful for the support and guidance provided by you and my colleagues.

I will ensure a smooth transition and assist in training my replacement during my remaining time.

Thank you once again for the opportunity to be a part of [Company Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]