

[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 am grateful for the opportunities I have had during my time at the company and appreciate the support from you and my colleagues.

Please let me know how I can assist during the transition. I wish the company continued success in the future.

Thank you once again.

Sincerely,

[Your Name]