

[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 have been given during my time at
[Company's Name], and I am grateful for the support and guidance from you
and my colleagues.

I will ensure a smooth transition and am happy to assist in training my
replacement.

Thank you once again for everything.

Sincerely,
[Your Name]