

```js October 1, 2023 [Your Name]

*[Your Address]*

[Your City, State, Zip] [Your Email] [Your Phone Number] [Manager's Name] [Manager's Position] [Company Name]

*[Company Address]*

[Company City, State, Zip]

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 would like to express my gratitude for the opportunities I have had during my time here and the support I received from the team. Thank you for your understanding. Sincerely,  
[Your Name]