

[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 have appreciated the opportunity to work with [Company's Name] and am
grateful for the support and encouragement I have received during my time
here.

Please let me know how I can assist during the transition period.

Thank you for everything.

Sincerely,

[Your Name]