

[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 want to take this opportunity to express my gratitude for the
experience and support I have received during my time with the company.
It has been a pleasure working with you and the team.
Please let me know how I can help during the transition.
Thank you once again for everything.

Sincerely,
[Your Name]