

[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 greatly appreciated the opportunities I've had during my time at [Company's Name] and am grateful for the support from you and my colleagues.

I wish the company continued success and hope to maintain our professional relationship moving forward.

Thank you once again for everything.

Sincerely,
[Your Name]