

[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 am grateful for the opportunities I have had during my time at [Company's Name] and sincerely appreciate the support and guidance provided to me.

I am committed to ensuring a smooth transition and will do my best to complete my remaining responsibilities and assist in handing over my tasks to a colleague.

Thank you once again for the opportunity to be a part of [Company's Name].

Sincerely,
[Your Name]