

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

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 above]. I appreciate the opportunities for professional and personal development that you have provided me during my time at [Company Name]. I have enjoyed working with you and the team, and I am grateful for the support I received during my tenure.

I will do everything possible to ensure a smooth transition and assist in training my replacement. Please let me know how I can help during this period.

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

I hope to keep in touch in the future.

Sincerely,

[Your Name]