

[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 opportunities for personal and professional development during my time at the company. I am grateful for the support I received from you and my colleagues, and I will always value the experiences I gained while being part of the team.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in a good state and support the team in any way possible before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the team continued success.

Sincerely,
[Your Name]