

[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 of the letter].

I appreciate the opportunities I have had to grow professionally and personally during my time at [Company's Name]. I am grateful for the support and guidance provided by you and my colleagues.

Please let me know how I can assist during the transition period. I wish the team continued success in the future.

Thank you once again for the opportunity.

Sincerely,
[Your Name]