

[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 have enjoyed working at [Company Name] and am grateful for the
opportunities I have had to grow both personally and professionally.
Thank you for your understanding. I wish the team continued success in
the future.

Sincerely,
[Your Name]