

[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 opportunity to work with you and the team. My time at [Company's Name] has been valuable, and I am grateful for the support and experiences I've gained.

I will do my utmost to ensure a smooth transition and assist in training my replacement if needed.

Thank you again for the opportunity. I hope to stay in touch in the future.

Sincerely,
[Your Name]