

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

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name],
effective [last working day, usually two weeks from the date above].

I appreciate the opportunities I've had during my time at the company and
have enjoyed working with my colleagues.

Thank you for your understanding.

Sincerely,

[Your Name]