

[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 appreciate the opportunities I have had at [Company's Name] and the support from the team. I have gained valuable experience during my time here, which I will carry forward in my career.

Please let me know how I can assist during the transition. I hope to keep in touch and wish the company continued success.

Thank you for everything.

Sincerely,
[Your Name]