

[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 of this letter].

I have enjoyed my time at [Company Name] and appreciate the opportunities I have had to grow and learn. I am grateful for the support and guidance provided by you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company Name].

I hope to stay in touch in the future.

Sincerely,

[Your Name]

[Your Job Title]