

[Your Name]
[Your Address]
[City, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, 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 of the letter].

I am grateful for the opportunities I have had during my time here and appreciate the support and guidance provided by you and my colleagues. I have learned a great deal and will always value the memories and experiences.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good order.

Thank you once again for everything.

Sincerely,
[Your Name]