

[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 for personal and professional growth that
I've received during my time here.

Thank you for your understanding.

Sincerely,
[Your Name]