

[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 Day of Work, typically two weeks from the date above].

I have appreciated the opportunities and experiences I have gained during my time here and am grateful for the support from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in the handover process.

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

Sincerely,
[Your Name]