

[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 have thoroughly enjoyed my time at [Company's Name] and am grateful for the opportunities provided to me during my tenure. Working with you and my colleagues has been an enriching experience.

[Optional: Briefly mention specific projects or experiences that were particularly meaningful to you].

Please let me know how I can assist during the transition period. I am committed to wrapping up my duties to ensure a smooth handover.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to seeing how the company continues to grow and succeed in the future.

Sincerely,
[Your Name]