

[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 would like to express my heartfelt gratitude for the opportunities and experiences I have gained while being a part of your team. Working under your guidance has greatly contributed to my personal and professional development, for which I am truly thankful.

I am committed to ensuring a smooth transition and am happy to assist with training my replacement or handing off my responsibilities over the coming weeks.

Thank you once again for your support and understanding. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]