

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. It has been a pleasure to work with such a talented team and to contribute to [any specific project or initiative]. Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for your support. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]