

[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 hope this message finds you well. 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 want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have genuinely enjoyed working with such a talented team and have learned a great deal.

I am committed to making this transition as smooth as possible and will do everything I can to ensure a seamless handover of my responsibilities. Thank you once again for your support and understanding. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,
[Your Name]