

[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 greatly appreciated the opportunity to be a part of [Company's Name] and am thankful for the support and experiences I've gained during my time here.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you again for the opportunities for personal and professional development.

Sincerely,
[Your Name]