

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. I have greatly appreciated my time at [Company Name] and am thankful for the opportunities I've had to grow both personally and professionally. I am grateful for the support and guidance from you and my colleagues during my tenure.

I will ensure a smooth transition by completing my pending tasks and assisting in the handover process. Please let me know how I can help during this time.

Thank you once again for everything. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]