

[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 of the letter].

I am grateful for the opportunities I have had during my time at [Company's Name] and for the professional guidance and support you have provided.

I will do my best to ensure a smooth transition and assist in handing off my responsibilities before my departure.

Thank you for everything.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]