

[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 announce my resignation from [Your 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 received during my time at [Company's Name]. It has been a pleasure working with you and the team.

I will ensure that all my responsibilities are handled efficiently during the transition. Please let me know how I can help during this time.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]