

[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 appreciate the opportunities I have had during my time at [Company's Name]. I have enjoyed working with you and the team, and I am grateful for the support and guidance I have received.

Please let me know how I can assist during the transition period.

Thank you once again, and I hope to keep in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]