

[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 notify you that I will be resigning from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with the team and am grateful for the support and encouragement I received.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my work and train my replacement.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch, and I wish you and the company continued success.

Sincerely,  
[Your Name]