

[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 Day of Work, typically two weeks from today's date]. I have appreciated the opportunities for professional and personal development that I have received during my time at [Company's Name]. Thank you for your support and guidance throughout my tenure here. I will ensure a smooth transition of my responsibilities before my departure. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the team continued success.

Sincerely,  
[Your Name]