

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly enjoyed my time at [Company Name] and appreciate the opportunities for personal and professional development during my tenure. I am grateful for the support and guidance provided to me.

I will do my best to ensure a smooth transition and complete any remaining tasks during my notice period. Please let me know how I can assist in transferring my responsibilities.

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

Sincerely,

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