

[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 at [Company Name],
effective [Last Working Day, typically two weeks from the date above].

I have enjoyed working at [Company Name] and am grateful for the
opportunities and support I have received during my time here. I
appreciate the valuable experiences and skills I have gained while being
part of the team.

I will do my best to ensure a smooth transition and assist in
transferring my responsibilities to other team members.

Thank you for your understanding.

Sincerely,
[Your Name]