

[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 want to express my gratitude for the opportunities I've had during my time at the company. I've greatly appreciated the chance to work with such a talented team and learn from my experiences here.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for your support. I hope to stay in touch in the future.

Sincerely,  
[Your Name]