

[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 have greatly appreciated the opportunity to work at [Company's Name] and have enjoyed my time as part of the team. I am grateful for the support and guidance I've received during my tenure.

I will do my utmost to ensure a smooth transition and will complete my ongoing responsibilities before my departure. Please let me know how I can assist during this transitional period.

Thank you once again for the opportunity. I hope to stay in touch and wish the company continued success in the future.

Sincerely,
[Your Name]