

[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 am grateful for the opportunities and experiences I've had during my time at the company. I appreciate the support from you and my colleagues, which has greatly contributed to my professional growth.

I am committed to ensuring a smooth transition and will do my best to complete my tasks and assist in handing over my responsibilities.

Thank you again for everything. I wish the team and the company continued success in the future.

Sincerely,
[Your Name]