

[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 greatly appreciated the opportunities for professional and  
personal development that you and the company have provided me during my  
time here. I am thankful for the support and guidance from you and my  
colleagues.

Please let me know how I can assist during the transition period. I wish  
[Company Name] continued success in the future.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]