

[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 appreciated the opportunities for professional and personal development during my time here. I am grateful for the support and guidance I have received from you and my colleagues.

Please let me know how I can assist during the transition. I hope to keep in touch in the future.

Thank you once again for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]