

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Organization's Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have had during my time here and appreciate the support from you and the team.

Thank you for the valuable experiences.

Sincerely,
[Your Name]