

[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 at [Organization's Name]. Working alongside such dedicated individuals has been a rewarding experience and has greatly contributed to my professional growth.

I will do my best to ensure a smooth transition and will complete any outstanding tasks. Please let me know how I can assist during this period.

Thank you once again for the support and guidance you have provided. I look forward to staying in touch, and I wish [Organization's Name] continued success in its mission.

Sincerely,
[Your Name]