

[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 enjoyed my time working at [Company's Name] and am grateful for the opportunities I have had to grow both personally and professionally. I am committed to ensuring a smooth transition and will do everything I can to transfer my responsibilities effectively.

Thank you for your support and guidance during my tenure at the company.

Sincerely,

[Your Name]