

[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 opportunity to work with such a talented team and
am grateful for the experiences I have gained during my time here.

I will ensure a smooth transition of my responsibilities and am happy to
assist in training my replacement during my remaining time.

Thank you for your support and understanding. I look forward to staying
in touch.

Sincerely,
[Your Name]