

[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].

It has been a pleasure working with you and the team, and I am grateful
for the opportunities I've had during my time here.

Thank you for your understanding. Please let me know how I can assist in
making the transition as smooth as possible.

Sincerely,
[Your Name]