

[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 greatly appreciated the opportunity to work with [Company's Name] and have enjoyed my time as [Your Position]. The support and guidance I have received from you and my colleagues have been invaluable to my professional growth.

I will ensure a smooth transition by [mention any plans you have for training a replacement or wrapping up ongoing projects]. Please let me know how I can help during this transition.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Handwritten Signature (if sending a hard copy)]
[Your Typed Name]