

[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 appreciate the opportunities I have had during my time at [Company's Name] and am grateful for the support I have received from you and my colleagues.

I will do my best to ensure a smooth transition and will complete any outstanding work before my departure.

Thank you once again for the opportunity to be a part of [Company's Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]