

[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 date above].

I appreciate the opportunities for personal and professional development that you have provided me during my time here. I have enjoyed working with the team and am grateful for the support and encouragement I have received.

I will do my best to ensure a smooth transition and will assist in training my replacement if needed.

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

Sincerely,  
[Your Name]