

[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 be a part of [Company's Name] and am grateful for the support and guidance I've received during my time here.

I will do my best to ensure a smooth transition and assist in the handover of my responsibilities.

Thank you once again for the opportunity to work at [Company's Name]. I look forward to staying in touch in the future.

Sincerely,
[Your Name]