

[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 want to take this opportunity to express my gratitude for the support and guidance I have received during my tenure at [Company's Name]. I have enjoyed working with the team and appreciate the opportunities for personal and professional growth.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in the handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch and wish you and the company continued success.

Sincerely,

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