

[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 opportunities I've had during my time with the company and am grateful for the support and guidance provided throughout my employment.

I will do everything possible to ensure a smooth transition and would be happy to assist in training a replacement or transferring my responsibilities.

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

Sincerely,
[Your Name]