

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work on innovative NLP projects and collaborate with such talented individuals. The experiences I have gained here will be invaluable in my career moving forward.

I am committed to ensuring a smooth transition and will do everything I can to assist during my remaining time. Please let me know how I can help.

Thank you once again for the support and opportunities during my time at [Company's Name].

Sincerely,
[Your Name]