

[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 am grateful for the opportunities I've had to grow and learn while being part of [Company's Name]. I appreciate the support and guidance provided during my time here.

I will do my best to ensure a smooth transition and assist in training my replacement. Please let me know how I can help during this period.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,
[Your Name]