

[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 have had at [Company's
Name] and the support I have received from you and my colleagues.

I wish the company continued success and hope to stay in touch.

Thank you once again for everything.

Sincerely,
[Your Name]