

[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 hope this message finds you well.

I am writing to formally request approval for my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunities for professional and personal development that I have received during my time at [Company's Name]. I am grateful for the support and guidance from you and my colleagues.

Please let me know if there are any additional steps I should take before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]