

[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 appreciate the opportunities I have had during my time at [Company's Name], particularly [mention specific experiences or skills gained].

I will ensure a smooth transition and will complete any outstanding tasks before my departure. Thank you for your support, and I hope to stay in touch.

Sincerely,

[Your Name]