

[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 acknowledge my departure from [Company's Name], effective [Last Working Day, e.g., two weeks from today]. I am grateful for the opportunities and experiences I have gained during my time here. I appreciate the support and guidance provided by you and the team. I am committed to ensuring a smooth transition and will do my utmost to complete outstanding tasks before my departure.

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

Sincerely,  
[Your Name]