

[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 during my time at
[Company's Name] and am grateful for the support and guidance provided by
you and the team.

I will do my best to ensure a smooth transition and will complete all my
responsibilities before my departure.

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

Sincerely,

[Your Name]