

[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 appreciated the opportunities for professional and personal development during my time at [Company's Name]. I am grateful for the support and guidance I have received, and I will cherish the experiences I've had working with our team.

I will do everything possible to ensure a smooth transition, including training my replacement and finishing my current projects.

Thank you once again for the opportunity to be a part of [Company's Name].

Sincerely,
[Your Name]