

[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 chance to work with such a talented team and I will take the valuable experiences I've gained with me throughout my career.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the training of my replacement during my remaining time.

Thank you once again for the support and guidance. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]