

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally confirm my resignation from my position at [Company Name], effective [last working day, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development that you have provided me during my time at the company. I have enjoyed working with the team and am grateful for the support I've received.

Please let me know how I can help during the transition period.

Thank you once again, and I look forward to staying in touch.

Sincerely,  
[Your Name]