

[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 enjoyed working at [Company's Name] and am grateful for the opportunities I've had to [mention any specific experiences or skills gained].

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities over the next [mention transition period]. Thank you once again for the support and guidance during my time here. I hope to stay in touch and wish the team continued success.

Sincerely,  
[Your Name]