

[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 resign from my position at [Company Name],
effective [Last Working Day, typically two weeks from the date above].
I appreciate the opportunities I have had during my time here, and I am
grateful for your support and guidance.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]