

[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],

Subject: Resignation from [Your Job Title]

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed my time at [Company's Name] and appreciate the opportunities for personal and professional development that have been provided to me during my tenure.

Please let me know how I can assist in making the transition process smoother.

Thank you for your understanding.

Sincerely,
[Your Name]