

[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 want to express my gratitude for the opportunities I've had during my time at [Company's Name]. Working under your guidance has been a valuable experience, and I appreciate the support and encouragement I received while here.

I am committed to ensuring a smooth transition and will do my best to complete my remaining responsibilities and train my replacement if needed.

Thank you once again for everything. I hope to stay in touch and wish you and the team continued success.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]