

[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 have greatly appreciated the opportunities for professional and personal development during my time at [Company Name]. I am grateful for the support and encouragement I have received from you and my colleagues. I will ensure a smooth transition by completing my current projects and assisting in the handover process. Please let me know how I can help during this transition period.

Thank you again for the opportunity to be part of [Company Name]. I hope to stay in touch in the future.

Sincerely,
[Your Name]