

[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 thoroughly enjoyed my time at [Company's Name] and I am grateful for the opportunities I have had to grow both personally and professionally. I appreciate the support and guidance provided during my tenure.

I am committed to ensuring a smooth transition and will do my best to complete any outstanding tasks and train my replacement if needed. Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,
[Your Name]