

[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 today].

I want to express my gratitude for the opportunities I've had during my time here, particularly [mention any specific experiences or skills gained].

I am committed to ensuring a smooth transition and will complete all outstanding tasks and assist in training my replacement if needed.

Thank you again for your support and understanding. I look forward to staying in touch.

Sincerely,  
[Your Name]