

[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 have had while working with you and the team. I have learned a lot and enjoyed my time here.

I will ensure a smooth transition during my notice period and am happy to assist in handing over my responsibilities.

Thank you once again for everything. I hope to stay in touch.

Sincerely,  
[Your Name]