

[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 appreciated the opportunity to work with you and the team. I am grateful for the support and experiences I have gained during my time here.

Please let me know how I can assist during the transition.

Thank you once again for the opportunity, and I hope to stay in touch.

Sincerely,

[Your Name]