

[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 during my  
time at [Company's Name]. I appreciate the support and guidance you have  
provided.

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

Thank you once again for everything.

Sincerely,  
[Your Name]