

[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 greatly appreciated the opportunities I've had to grow and develop
professionally at [Company's Name]. I am thankful for the support and
guidance provided by you and my colleagues.

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

Thank you once again for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]