

[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've had during my time with [Company's Name]. It has been a valuable experience for my professional growth.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in the transition of my responsibilities.

Thank you once again for your support and understanding.

Sincerely,
[Your Name]