

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name],
effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities for professional and personal development
that I've received during my time here. I am grateful for the support and
guidance provided by you and my colleagues.

I will ensure that all my responsibilities are completed and will assist
in the transition process. Please let me know how I can help during this
period.

Thank you once again for everything.

Sincerely,
[Your Name]