

[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 have greatly appreciated the opportunities for professional and personal development during my time at [Company Name]. I am thankful for the support and guidance you and my colleagues have provided.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,
[Your Name]