

[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 during my time at [Company's Name] and would like to thank you for your support and guidance throughout my tenure.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or completing any pending projects before my departure.

Thank you once again for the chance to be a part of [Company's Name]. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,  
[Your Name]