

[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 have had during my time here. I have learned and grown professionally, and I appreciate the support from you and my colleagues.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure.

Thank you once again for everything. I hope to keep in touch and wish the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]