

[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 enjoyed working with the team and appreciate the opportunities for
personal and professional development during my time here.

Please let me know how I can assist during the transition.

Thank you for your understanding. I wish the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]