

[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 for personal and professional development during my time here. It has been a pleasure working with you and the team.

I am committed to ensuring a smooth transition and will do all I can to hand off my responsibilities effectively.

Thank you for the support and guidance over the years. I hope to stay in touch in the future.

Sincerely,
[Your Name]