

[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 my time working at [Company's Name] and appreciate the opportunities for professional and personal development that have been provided to me during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in transferring my responsibilities before my last day of employment.

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

Sincerely,
[Your Name]