

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 am thankful for the support and guidance provided by you and the team.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and transfer my responsibilities before my departure.

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

Sincerely,
[Your Name]