

[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 two weeks from today, [Last Working Day, Date].

I want to express my gratitude for the opportunities I have had during my time here and for the support from you and the team.

I am committed to ensuring a smooth transition and will do my best to complete my current projects and hand off my responsibilities.

Thank you once again for everything.

Sincerely,

[Your Name]