

[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 appreciate the opportunities I have been given during my time at [Company's Name] and the support from my colleagues. I am committed to ensuring a smooth transition and will do my best to complete my current projects and assist in training my replacement during my notice period. Thank you once again for the opportunities for both personal and professional development. I look forward to staying in touch.

Sincerely,  
[Your Name]