

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

I have appreciated my time working at [Company Name] and am grateful for the opportunities I've had to contribute to the team and develop my skills.

Please let me know how I can assist during the transition period.

Thank you for your support and understanding.

Sincerely,

[Your Name]
[Your Job Title]