

[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 of the letter].

I have greatly appreciated the opportunities for professional and personal development during my time at [Company's Name]. I am grateful for the support, guidance, and camaraderie of my colleagues, especially during [mention any specific projects or experiences].

I will do everything I can to ensure a smooth transition and will be happy to assist in training my replacement or handing over my responsibilities.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]