

[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 want to take this opportunity to express my gratitude for the opportunities for professional and personal development that you have provided me during my time here. I have enjoyed working with the team and am thankful for the support and guidance I have received.

I will ensure that all my responsibilities are handed over smoothly before my departure and will assist in training my replacement if needed. Thank you once again for everything. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,
[Your Name]