

[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 express my heartfelt gratitude for the opportunities I have had
during my time at [Company's Name]. I have learned and grown tremendously
under your guidance, and I truly appreciate the support I have received
from you and my colleagues.

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

Sincerely,
[Your Name]