

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

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

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed the opportunity to work with such a talented team during my time here, and I appreciate the experience and support I have received.

Please let me know how I can assist in the transition process.

Thank you for everything.

Sincerely,
[Your Name]