

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have enjoyed working at [Company's Name] and am grateful for the opportunities I have had to grow professionally and personally. I appreciate the support and guidance provided to me during my time here. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist in this process.

Thank you once again for the opportunities and experiences I have had at [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]