

[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 gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with such a talented team and am thankful for the support and guidance I received throughout my tenure.

I will do my best to ensure a smooth transition and will complete any pending work during my remaining time. Please let me know how I can help in this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch in the future.

Sincerely,  
[Your Name]