

[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 two weeks from today, [Last Working Day, Date].

I appreciate the opportunities I've had during my time at [Company's Name] and am grateful for the support and guidance you and the team have provided.

I will ensure a smooth transition of my responsibilities and am happy to assist in training my replacement during this time.

Thank you for everything. I hope to stay in touch and wish the company continued success.

Sincerely,
[Your Name]