

[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 have appreciated the opportunities for personal and professional development during my time at the company, and I am grateful for the support and guidance I've received from you and the team.

I will do my best to ensure a smooth transition and will assist in the handover process.

Thank you for everything. I hope to stay in touch.

Sincerely,  
[Your Name]