

[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]. This letter serves to fulfill my [notice period, e.g., two weeks] notice as per my employment contract.

I appreciate the opportunities I've had during my time with the company and am grateful for the support and guidance provided by you and my colleagues.

I am committed to making this transition as smooth as possible and will do everything I can to hand over my responsibilities effectively.

Thank you once again for the chance to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,  
[Your Name]