

[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 am grateful for the opportunities and experiences I have gained during my time at the company. I appreciate your support and guidance throughout my tenure.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure. Please let me know how I can help during this period.

Thank you once again for everything.

Sincerely,
[Your Name]