

[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 have had while working at [Company's Name] and have enjoyed being part of the team.

Thank you for your understanding.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]