

[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 opportunity to work with you and the team. My time at [Company's Name] has been both rewarding and fulfilling, and I have learned a great deal.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for your guidance and support during my time at [Company's Name]. I look forward to staying in touch, and I wish the company continued success.

Sincerely,
[Your Name]