

[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 announce my departure from [Company Name],
effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time here and the
support from you and the team.

Thank you for everything. I wish [Company Name] continued success in the
future.

Sincerely,
[Your Name]