

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name],
effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I've had during my time here and the
support of my colleagues. I am committed to ensuring a smooth transition
and will assist in wrapping up my responsibilities.

Thank you once again for everything.

Sincerely,
[Your Name]