

[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 experiences here have been valuable, and I am grateful for the support and encouragement I received during my time at the company.

I am committed to ensuring a smooth transition and will gladly assist in training my replacement or handing off my responsibilities.

Thank you once again for the opportunity to be part of [Company's Name].

I look forward to staying in touch, and I wish you and the team continued success.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Typed Name]