

[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 announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I want to express my gratitude for the opportunities I have had during my time at [Company Name]. Working with such a talented team has been an invaluable experience, and I sincerely appreciate the support and guidance I have received.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

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

I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]