

[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 appreciate the opportunities I've had during my time at the company and
would like to thank you and the team for your support.

I will ensure a smooth transition of my responsibilities. Please let me
know how I can assist during this period.

Thank you once again for the experiences I have gained.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]