

[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 have greatly appreciated the opportunities for personal and
professional development during my time at [Company Name]. I am grateful
for the support and guidance I have received from you and my colleagues.
Please let me know how I can assist during the transition period.

Thank you for everything. I hope to stay in touch.

Sincerely,

[Your Name]