

[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 have had during my time at the company  
and the support from both you and my colleagues.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Tennessee Driver's License Number, if necessary]