

[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 have had during my time at [Company's Name] and have greatly enjoyed my experience working with you and the team.

Thank you for your support and understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]