

[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 have appreciated the opportunities for professional and personal development that you have provided during my time at the company. I am grateful for having had the chance to work with such a talented team. I will ensure that my responsibilities are completed and transition my duties effectively before my departure.

Thank you again for your support and guidance. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]