

[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 during my time at the company. I am grateful for the support and guidance from you and my colleagues.

I will do my best to ensure a smooth transition during my remaining time.

Please let me know how I can assist in this process.

Thank you once again for the opportunity to be a part of [Company's Name].

Sincerely,
[Your Name]