

[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]. This notice period is being provided in accordance with the company's policy.

I am grateful for the opportunities I have had during my time at [Company Name]. I appreciate the support and guidance you have provided me, and I have enjoyed working with my colleagues and contributing to our projects. Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities. Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

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