

[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 greatly appreciated the opportunity to work at [Company's Name]
and am thankful for the support and guidance I've received during my time
here.

I hope to ensure a smooth transition and am willing to assist in training
my replacement if needed.

Thank you once again for the opportunity. I wish [Company's Name]
continued success in the future.

Sincerely,
[Your Name]