

[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 for professional and personal development that I have received during my time here. I have enjoyed working with you and the team, and I am grateful for the support and guidance you have provided.

I will ensure a smooth transition and will do my best to hand over my responsibilities effectively before my departure.

Thank you for everything. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,
[Your Name]