

[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 two weeks from today, [Last Working Day, Date].

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

I will do my best to ensure a smooth transition and complete all outstanding duties before my departure. Please let me know how I can assist during this time.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]