

[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].

I have thoroughly enjoyed working at [Company's Name] and am grateful for the opportunities and experiences I have gained during my time here.

Please let me know how I can help during the transition. I am committed to making this process as smooth as possible.

Thank you for your understanding.

Sincerely,

[Your Name]