

[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 announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have received during my time at the company and am grateful for the support of my colleagues and management. Thank you for your understanding.

Sincerely,
[Your Name]