

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally resign from my position at [Company Name],
effective two weeks from today, [Last Working Day, Date].

I appreciate the opportunities for professional and personal development
that you have provided me during my time here. I am grateful for the
support and encouragement I've received from you and my colleagues.

Please let me know how I can help during the transition.

Thank you once again for everything.

Sincerely,
[Your Name]