

[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 I have received during my time at [Company's Name] and thank you for your support. I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist in training my replacement during this period.

Thank you once again for the experience and guidance. I hope to stay in touch in the future.

Sincerely,
[Your Name]