

[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 announce my resignation from [Your Position] at [Company's Name], effective two weeks from today, [Last Working Day, e.g., Date].

I have accepted a position at [New Company Name] and believe it is the right step for my career at this time.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I appreciate your guidance and the team camaraderie, which I will always cherish.

I will do my best to ensure a smooth transition over the next two weeks and help in handing off my responsibilities.

Thank you once again for everything.

Sincerely,

[Your Name]