

[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 have appreciated the opportunities for professional and personal development during my time at the company. I am grateful for the support and encouragement from you and my colleagues.

I will do my best to ensure a smooth transition and complete my projects before my departure.

Thank you for everything.

Sincerely,
[Your Name]