

[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 my position as [Your Job Title] at [Company's Name], effective two weeks from today, [Last Working Day, Date].

I appreciate the opportunity to work with such a talented team and to contribute to [specific projects or experiences]. Thank you for your support and guidance during my time here.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure. Please let me know how I can help during this time.

Sincerely,
[Your Name]