

[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].

I appreciate the opportunities I have had during my time here and the support from you and my colleagues. I am committed to ensuring a smooth transition and will do my best to complete my responsibilities and assist in the handover process.

Thank you once again for the chance to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,
[Your Name]