

[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 [Last Working Day, typically two months from the date above]. I have genuinely enjoyed working here and am grateful for the opportunities to grow both personally and professionally. I appreciate the support and guidance provided by you and the entire team during my tenure.

I will ensure a smooth transition of my responsibilities and am willing to assist in training my replacement. Please let me know how I can help during this process.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,
[Your Name]