

[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] with my last working day being [Last Working Day, typically two months from the date above].

I appreciate the opportunities for professional and personal development that you have provided me during my time at the company. I have enjoyed working with the team and am grateful for the support and guidance I've received.

I will do everything I can to ensure a smooth transition and will be available to assist in the handover process.

Thank you for your understanding.

Sincerely,  
[Your Name]