

[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 give my notice of resignation from my position at [Company's Name], effective [Last Working Day, two days from today]. I have appreciated the opportunities for professional and personal development that you have provided me during my time here. I am grateful for the support and guidance from you and my colleagues.

I am committed to making this transition as smooth as possible and will do everything I can to ensure that my responsibilities are handed over effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to maintain our professional relationship in the future.

Sincerely,  
[Your Name]