

[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 days from today, [Last Working Day, e.g., Date].

I appreciate the opportunity to work with you and the team. Thank you for
your support and guidance during my time here.

Please let me know how I can assist during the transition.

Sincerely,

[Your Name]