

[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, e.g., two days from today].

I appreciate the opportunities I've had during my time at the company,  
but I have decided to move on to pursue other endeavors.

Thank you for your understanding.

Sincerely,  
[Your Name]