

[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 notify you of my resignation from my position at [Company's Name], effective [Last Working Day, Date]. I understand this is short notice, and I apologize for any inconvenience this may cause. Thank you for the opportunities I have received during my time with the company. I wish you and the team continued success.

Sincerely,
[Your Name]