

[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, typically two weeks from the date above].

I have appreciated the opportunities for professional and personal development that you have provided during my time here. It has been a pleasure to work with you and the team, and I am grateful for the support and encouragement I have received.

I will ensure that all my responsibilities are up to date before my departure, and I am happy to assist in the transition process in any way possible.

Thank you for everything. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,

[Your Name]