

[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 as [Your Job Title] at [Company's Name], effective two weeks from today, [Last Working Day, Date].

I appreciate the opportunities I have had during my time here and the support from you and my colleagues. I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities during my remaining time.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success.

Sincerely,
[Your Name]