

[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 weeks from today, [Last Working Day].

This decision was not made lightly, and I am grateful for the opportunities I have had during my time here. I appreciate the support, guidance, and experiences that I have gained while working with you and the team.

I am committed to ensuring a smooth transition and will do my utmost to wrap up my duties and assist in transferring my responsibilities to a new team member.

Thank you once again for the chance to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]