

[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 announce my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I've had during my time at the company and have enjoyed working with the team. I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities in the coming weeks.

Thank you for your understanding.

Sincerely,  
[Your Name]