

[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].

I want to express my gratitude for the opportunities I have had during my time at the company. I have enjoyed working with the team and appreciate the support that I have received.

I will do my best to ensure a smooth transition during my remaining time. Please let me know how I can assist in transferring my responsibilities. Thank you once again for everything. I hope to stay in touch.

Sincerely,  
[Your Name]