

[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 want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have enjoyed working with you and appreciate the support provided throughout my tenure.

I will ensure a smooth transition of my responsibilities and am happy to assist in training my replacement if needed.

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

Sincerely,  
[Your Name]