

[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, Date].

This decision was not made lightly, and I truly appreciate the opportunities I've had to grow and develop during my time here. I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Please let me know how I can assist during this transition period. I hope to maintain our professional relationship in the future.

Thank you for your understanding.

Sincerely,  
[Your Name]