

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name],
effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have had during my time here and
appreciate the support you have provided me. I have enjoyed my role and
the team I have worked with.

Please let me know how I can assist during the transition period. I hope
to maintain a positive relationship as I move forward in my career.

Thank you once again for everything.

Sincerely,
[Your Name]