

[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 as UI Designer at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunities for professional and personal development that I have received during my time here. I am grateful for the support and guidance you have provided, and I have enjoyed collaborating with such a talented team.

Please let me know how I can assist during the transition and ensure a smooth handover of my responsibilities.

Thank you once again for everything.

Sincerely,
[Your Name]