

[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 have greatly appreciated the opportunities and experiences I have gained while working here. I am grateful for the support from my colleagues and the valuable lessons learned during my time with the company.

Please let me know how I can assist during the transition period. I hope to make this process as smooth as possible.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]