

[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 Visual Basic Developer 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 you have provided during my time at [Company's Name]. I am grateful for the support and encouragement I have received from you and my colleagues.

I will do everything possible to ensure a smooth transition, including completing any outstanding projects and assisting in training my replacement if needed.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the company continued success.

Sincerely,
[Your Name]