

[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 of the letter].

I have thoroughly enjoyed my time working at [Company's Name] and am grateful for the opportunities I have had to grow both personally and professionally. I appreciate the support and guidance I have received during my time here.

I will do my utmost to ensure a smooth transition and am happy to assist in training my replacement.

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

Sincerely,

[Your Name]