

[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 appreciate the opportunities I have had during my time with the
company. I have enjoyed working with you and the team, and I am grateful
for the support and guidance provided.

I will ensure a smooth transition and am happy to assist in the handover
of my responsibilities.

Thank you once again for everything.

Sincerely,
[Your Name]