

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time at [Company Name] and am grateful for the support and guidance provided by you and my colleagues.

I will do my best to ensure a smooth transition and will complete my responsibilities before my departure.

Thank you once again for the experience and support.

Sincerely,
[Your Name]