

[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 at [Company's
Name] and the support from you and my colleagues. I learned a great deal
and enjoyed my time here.

Please let me know how I can help during the transition.

Thank you for everything.

Sincerely,

[Your Name]