

[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 want to express my gratitude for the opportunities I've had during my time here. I have greatly valued my experience and the support from the team.

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

Thank you once again.

Sincerely,

[Your Name]