

[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],

Subject: Notice of Resignation

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 appreciate the opportunities I have had during my time at [Company's Name] and the support from you and the team.

Please let me know how I can assist in the transition during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]