

[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 have appreciated the opportunities I've had at [Company's Name] and am grateful for the support and guidance during my time here.

I will ensure a smooth transition by [mention any relevant details, like training a replacement or completing outstanding projects].

Thank you for everything. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]