

[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 have had during my time at [Company's Name]. I have greatly appreciated the chance to work with a talented team and contribute to the company's success.

I will do my best to ensure a smooth transition and will assist in training my replacement if needed.

Thank you once again for the support and guidance during my employment. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]