

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, usually two weeks from the date above].

I have appreciated the opportunities for professional and personal development during my time at the company. Thank you for the support and guidance you have provided me.

I am committed to ensuring a smooth transition and will do my best to complete my ongoing projects and assist in the training of my replacement during my remaining time here.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,
[Your Name]