

[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 at [Company's Name]. I've enjoyed working with you and the team and appreciate the support and encouragement I've received.

Please let me know how I can assist during the transition. I wish the company continued success in the future.

Thank you again for everything.

Sincerely,
[Your Name]