

[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, typically two weeks from the date of the letter].

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have greatly appreciated the support and encouragement I received from you and my colleagues.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in a good place for whoever takes over my role.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company's Name] continued success.

Sincerely,  
[Your Name]