

[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 appreciate the opportunities for personal and professional development that you have provided during my time at [Company's Name]. I have enjoyed working with you and the team, and I am grateful for the support and guidance I have received.

I will do everything I can to ensure a smooth transition, including assisting in the transfer of my responsibilities.

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

Sincerely,

[Your Name]
[Your Job Title]