

[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 above].

I have greatly valued the opportunity to work at [Company's Name] and appreciate the support and guidance I've received during my time here. I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the team all the best for the future.

Sincerely,
[Your Name]