

[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 have greatly enjoyed working with the team and appreciate the opportunities for professional and personal development during my time here.

Thank you for your support during my tenure. I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process.

Sincerely,  
[Your Name]