

[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 appreciate the opportunities for professional and personal development that you have provided during my time at the company. I am grateful for the support from my colleagues and the experiences I have gained, which will be invaluable as I move forward in my career.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to keeping in touch in the future.

Sincerely,
[Your Name]