

[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 want to express my gratitude for the opportunities I have had during my time at [Company's Name]. It has been a pleasure to work with such a talented team and to contribute to the company's goals.

I will ensure a smooth transition by [mention any plans for handing over your responsibilities or training a replacement].

Thank you once again for the support and guidance throughout my employment. I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]