

[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 appreciated the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with a talented team and contributing to our projects.

Please let me know how I can assist during the transition period. I hope to make the handover as smooth as possible.

Thank you once again for the support and guidance. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]