

[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 appreciated the opportunity to work with you and the team over the past [duration of employment]. I am grateful for the support and encouragement I've received, which has contributed to my professional growth.

Please let me know how I can assist during the transition. I aim to ensure a smooth handover of my responsibilities.

Thank you once again for the experience and support. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]