

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work with you and the team, and I am grateful for the professional and personal development I have gained during my time here.

I will ensure a smooth transition by [mention any plans to assist in the transition, such as training a replacement or completing outstanding projects].

Thank you once again for the experience and support. I wish [Company/Organization Name] continued success in the future.

Sincerely,
[Your Name]