

[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've had during my time at the company. It has been a valuable experience, and I appreciate the support from you and my colleagues.

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

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]