

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, Province, Postal Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company 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 the company. I am thankful for the chance to work with such a talented team and to contribute to the projects we've undertaken.

Please let me know how I can assist during the transition period. I hope to leave my role in the best possible shape for my successor.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]