

[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 I have had during my time at [Company's Name]. I am grateful for the support and guidance I have received from you and my colleagues.

I will do my best to ensure a smooth transition and will complete my current tasks before my departure.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,
[Your Name]