

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name (WXYZ)]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at WXYZ, effective [last working day, typically two weeks from the date above].

I appreciate the opportunities I have had during my time at the company and the support I have received from you and my colleagues.

I wish WXYZ continued success and hope to stay in touch.

Thank you for everything.

Sincerely,
[Your Name]