

[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 am grateful for the opportunities I've had during my time at the company and appreciate the support I've received from you and my colleagues.

Please let me know how I can assist during the transition.

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

Sincerely,

[Your Name]