

[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 have enjoyed my time working at [Company's Name] and am grateful for the opportunities I've had to grow both personally and professionally. I appreciate all the support and guidance you and the team have provided during my tenure.

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

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,  
[Your Name]