

[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 and experiences I have gained during my time at [Company's Name]. I appreciate the support and guidance provided by you and my colleagues.

I will ensure a smooth transition of my responsibilities before my departure.

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

Sincerely,
[Your Name]