

[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 appreciate the opportunities I have had during my time here and thank you for your support in my career development. I will ensure a smooth transition and complete my ongoing tasks. Please let me know how I can help during this period. Thank you once again for everything.

Sincerely,
[Your Name]