

[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 greatly appreciated the opportunity to be a part of [Company's Name] and am thankful for the support and guidance I have received during my tenure.

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

Thank you once again for everything.

Sincerely,

[Your Name]