

[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've had during my time at [Company's Name]. I appreciate the support and guidance provided to me and have enjoyed working with the team.

Please let me know how I can assist during the transition. I hope to maintain our professional relationship in the future.

Thank you once again for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]