

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. I appreciate the opportunities I've had during my time at [Company Name], and I am grateful for the support and guidance you and the team have provided.

I will do my best to ensure a smooth transition and to wrap up my responsibilities before my departure. Please let me know how I can help during this process.

Thank you once again for the opportunity to be a part of [Company Name]. I wish you and the company continued success.

Sincerely,  
[Your Name]