

[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 appreciated the opportunity to work with such a talented team and am grateful for the experiences I've gained during my time here.

I will ensure a smooth transition and will do my best to wrap up my duties and assist in training a replacement during my remaining time.

Thank you once again for the opportunities for personal and professional development that you have provided me.

Sincerely,
[Your Name]