

[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 have greatly appreciated the opportunities for professional and
personal development during my time here. Thank you for your support and
guidance throughout my tenure.

I am committed to ensuring a smooth transition and will do everything
possible to hand over my responsibilities effectively during my remaining
time.

Thank you once again for the opportunity to be a part of [Company Name].

I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]