

[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 I have had to grow and develop as part of the [Company's Name] team. I appreciate the support and guidance I received during my time here.

I will do my best to ensure a smooth transition and will complete my pending tasks before my departure. Please let me know how I can assist during this transitional period.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]