

[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 appreciated the opportunities for professional and personal development that you have provided me during my time at [Company Name]. I am grateful for the chance to work with a talented team and to contribute to the company's success.

I will do my utmost to ensure a smooth transition and will wrap up my duties before my departure. Please let me know how I can assist during this period.

Thank you again for the opportunity to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Name]