

[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 of the letter].

I appreciate the opportunities I have had during my time at [Company Name] and the support I received from you and my colleagues.

Please let me know how I can help during the transition.

Thank you for everything.

Sincerely,

[Your Name]