

[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 enjoyed my time working at [Company's Name] and am grateful for the opportunities for personal and professional growth that I have received during my tenure.

Thank you for your support and understanding. I wish you and the team all the best in the future.

Sincerely,
[Your Name]