

[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 appreciate the opportunities I've had during my time at [Company's Name] and am grateful for the support and encouragement provided by you and my colleagues.

Thank you again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I wish the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]