

[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 announce my resignation 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've had during my time at [Company's Name] and have enjoyed working with you and the team.

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

Thank you for your understanding.

Sincerely,
[Your Name]