

[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 truly enjoyed my time working with the team and appreciate the opportunities for professional and personal development that I have received during my tenure.

Thank you for your guidance and support during my time here. I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]