

[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 above].

I have appreciated the opportunities for personal and professional development during my time at [Company Name]. I am grateful for the chance to work with such a talented team.

I will do everything possible to ensure a smooth transition and will complete any outstanding tasks before my departure. Please let me know how I can help during this transition.

Thank you once again for the opportunity. I hope to stay in touch in the future.

Sincerely,
[Your Name]