

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have had during my time at YJSC and appreciate the support from my colleagues and management. I have gained valuable experience that I will carry throughout my career.

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

Thank you for your understanding.

Sincerely,
[Your Name]