

[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 appreciated the opportunity to work with you and the team over the
past [duration of employment].

Thank you for your support and understanding. I wish [Company's Name]
continued success in the future.

Sincerely,
[Your Name]