

[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 want to express my gratitude for the opportunities I've had during my  
time here. It has been a pleasure to work with you and the team.  
Please let me know how I can assist during the transition period.  
Thank you again for everything.

Sincerely,  
[Your Name]