

[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 appreciate the opportunities for professional and personal development that I have received during my tenure at [Company Name]. I am grateful for the support and guidance provided by you and my colleagues.

I will do my utmost to ensure a smooth transition and will complete all outstanding tasks before my departure.

Thank you once again for the chance to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,
[Your Name]