

[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 greatly appreciated the opportunities for personal and professional development during my time at [Company Name]. Please know that this decision was not made lightly.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in the transition period.

Thank you once again for the support and encouragement during my time here. I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]