

[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 want to express my gratitude for the opportunities and experiences I
have gained during my time at the company. It has been a pleasure to work
with such a talented team, and I have greatly enjoyed my time here.

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

Thank you once again for the support and encouragement I have received. I
look forward to staying in touch, and I hope our paths cross again in the
future.

Sincerely,
[Your Name]