

[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 of the letter].

I appreciate the opportunities for personal and professional development that you have provided me during my time at the company. I have enjoyed working with you and the team.

I will ensure a smooth transition and assist in handing over my responsibilities.

Thank you once again for the opportunity. I hope to keep in touch and wish the company continued success.

Sincerely,  
[Your Name]