

[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 am grateful for the opportunities I have had during my time at [Company's Name]. Working with you and the team has been a valuable experience.

I will ensure a smooth transition of my responsibilities before my departure. Please let me know how I can help during this time.

Thank you once again for the support and guidance.

Sincerely,  
[Your Name]