

[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 date above].

I appreciate the opportunities I have had during my time at YQB and the support from both you and my colleagues. It has been a valuable experience, and I will carry the skills I've gained into the next phase of my career.

I will do my best to ensure a smooth transition and would be happy to assist in training my replacement.

Thank you once again for everything.

Sincerely,

[Your Name]