

[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 I have had during my
time at [Company Name]. The experiences I've gained and the relationships
I've built have been incredibly valuable.

Please let me know how I can assist during the transition period. I hope
to leave my responsibilities in good standing.

Thank you once again for everything.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]