

[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 have truly enjoyed working at [Company's Name] and am grateful for the opportunities I've had to grow personally and professionally. I appreciate the support, guidance, and encouragement I've received from you and my colleagues during my time here.

Please let me know how I can help during the transition period. I am willing to assist in training my replacement and will ensure all my responsibilities are up to date before my last day.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]