

[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 appreciated the opportunity to be a part of [Company's Name] and am grateful for the support and guidance I have received during my time here.

I am committed to ensuring a smooth transition and will do my best to wrap up my duties and assist with the handover process.

Thank you once again for the opportunity. I wish all the best for you and the company.

Sincerely,  
[Your Name]