

[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 of the letter].

I appreciate the opportunities for professional and personal development that you have provided me during my time at the company. I have enjoyed working with the team and am grateful for the support and guidance you have given me.

Please let me know how I can help during the transition period. I hope to stay in touch, and I look forward to crossing paths in the future.

Thank you once again.

Sincerely,
[Your Name]