

[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 have appreciated the opportunity to work at [Company Name] and am grateful for the support and encouragement I have received during my time here.

I am committed to ensuring a smooth transition and will do everything possible to complete my duties and assist in transferring my responsibilities.

Thank you once again for the opportunity. I hope to stay in touch, and I wish [Company Name] continued success.

Sincerely,
[Your Name]