

[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 am grateful for the opportunities I've received during my time here and
appreciate the support and guidance from you and the team.

Thank you once again for everything. I look forward to keeping in touch.

Sincerely,

[Your Name]