

[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 want to express my gratitude for the opportunities I have had during my time here. I appreciate the support and encouragement from you and my colleagues.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good order.

Thank you once again for the experience and support. I wish [Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]