

[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 of the letter].

I have greatly appreciated the opportunities for personal and professional development that you have provided during my time at the company. I have learned [mention any specific skills or experiences], and I am grateful for my experience here.

I am committed to ensuring a smooth transition and will be happy to assist in the handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]