

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]

YXY Company

[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at XYX, effective [last working day, typically two weeks from the date above].

I have appreciated the opportunities for professional and personal development during my time at XYX. It has been a pleasure to work with you and the team.

Thank you for your support and understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]