

[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 this letter].

I want to express my gratitude for the opportunities I have received during my time at [Company's Name]. I have enjoyed working with the team and appreciate the support and guidance provided throughout my tenure.

Please let me know how I can assist during the transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,
[Your Name]