

[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 have greatly appreciated the opportunity to work with you and the team.

I am grateful for the support and guidance that I have received during my
time here.

I wish [Company Name] continued success and hope to stay in touch.

Thank you for everything.

Sincerely,

[Your Name]