

[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 above].

I want to express my gratitude for the opportunities I have had during my  
time here and for the support I have received from you and my colleagues.  
Please let me know how I can assist during the transition period.

Thank you again for everything.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]