

[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 want to express my gratitude for the opportunities I've had while working at [Company Name]. It has been a valuable experience, and I appreciate the support and guidance from you and my colleagues.

Please let me know how I can assist during the transition. I hope to leave my responsibilities in good order.

Thank you once again for everything. I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]