

[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 have deeply valued my time at the company and appreciate the opportunities for professional development and personal growth that I've encountered during my tenure. I am grateful for the support of my colleagues and the experiences I've gained.

Please let me know how I can help during the transition and I am committed to ensuring a smooth handover of my responsibilities.

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]