

[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 am grateful for the opportunities I have had during my time here and
appreciate the support and guidance you and the team have provided.

I am committed to ensuring a smooth transition and will do everything
possible to hand over my responsibilities.

Thank you once again for the great experience I have had at [Company
Name]. I hope to stay in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]