

[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 appreciated the opportunity to work with such a talented team and  
have learned a great deal during my time at the company.

I will ensure a smooth transition by [mention how you will assist in the  
transition, if applicable].

Thank you for your support and guidance during my tenure. I hope to stay  
in touch in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]