

[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 enjoyed working at [Company's Name] and I appreciate the opportunities for professional and personal development that you have provided me during my time here.

I am committed to making the transition as smooth as possible and will do everything I can to hand over my responsibilities before my departure. Thank you for your support and understanding.

Sincerely,
[Your Name]