

[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 appreciate the opportunities I've had during my time at [Company's Name]. I have enjoyed working with the team and am grateful for the support and guidance I've received.

I will ensure a smooth transition and am happy to assist in training my replacement or wrapping up my responsibilities.

Thank you once again for the opportunities and experiences. I hope to stay in touch moving forward.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]