

[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 have greatly appreciated the opportunities for personal and professional development during my time at [Company Name]. I am grateful for the support and guidance you and the team have provided.

I am committed to ensuring a smooth transition and will do everything possible to help hand over my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I wish you and the company continued success.

Sincerely,

[Your Name]