

[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 for professional and personal development that you have provided me during my time here. I have enjoyed working with the team and am grateful for the support and guidance I have received.

Please let me know how I can help during the transition. I hope to maintain our professional relationship in the future.

Thank you once again for the opportunity.

Sincerely,  
[Your Name]