

[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 appreciated the opportunity to work with the team and contribute  
to the projects at [Company Name].

Thank you for your support during my time here. I wish [Company Name]  
continued success in future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]