

[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 greatly appreciated the opportunity to work with you and the team.

Thank you for your support during my time at the company.

I wish [Company's Name] continued success and hope to keep in touch.

Sincerely,

[Your Name]