

[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 growth and development that I have experienced during my time here. The support from my colleagues and the leadership has been invaluable.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities.

Thank you once again for the chance to be a part of [Company's Name]. I hope to keep in touch in the future.

Sincerely,
[Your Name]