

[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 appreciated the opportunity to work with [Company's Name] and thank you for the support and guidance during my time here.

I will ensure a smooth transition of my responsibilities and am happy to assist during this period.

Thank you once again for everything.

Sincerely,

[Your Name]