

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

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

Thank you once again for the opportunity to be a part of [Company Name].

I look forward to staying in touch.

Sincerely,

[Your Name]