

[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 of the letter].

I have greatly appreciated the opportunities for personal and professional development during my time at [Company's Name]. It has been a pleasure working with such a talented team and contributing to our shared goals.

I will do my best to ensure a smooth transition and will assist in training my replacement if needed.

Thank you again for the support and guidance you have provided. I look forward to keeping in touch.

Sincerely,

[Your Name]