

[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 I've had during my time here and am
grateful for the support and guidance you have provided. I have learned a
lot and enjoyed working with my colleagues.

Please let me know how I can assist in the transition process.

Thank you once again for everything.

Sincerely,

[Your Name]