

[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 greatly appreciated the opportunities for personal and professional development that you have provided during my time here. Thank you for your support and understanding.

I will ensure a smooth transition of my responsibilities before my departure. Please let me know how I can assist during this process. Thank you once again for everything.

Sincerely,
[Your Name]