

[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 am grateful for the opportunities I have had during my time at [Company
Name].

Please let me know how I can help during the transition.

Thank you for your understanding.

Sincerely,
[Your Name]