

[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 announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I want to take this opportunity to express my gratitude for the opportunities I have had during my time here. I have enjoyed working with you and the team, and I appreciate the support you have provided me throughout my tenure.

I will do my best to ensure a smooth transition and will complete all outstanding tasks before my departure. Please let me know how I can assist during this time.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]