

[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 appreciated the opportunities I have had during my time at the company and I am grateful for the support and guidance provided by you and the team.

I will do my best to ensure a smooth transition and will complete any outstanding tasks before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]