

[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, e.g., "two weeks from today, on March 15, 2024"].

I appreciate the opportunities I have had during my time here and thank you for your support and guidance. I will do my best to ensure a smooth transition during my remaining time.

Thank you again for everything.

Sincerely,
[Your Name]