

[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 two weeks from today, [Last Working Day].

I appreciate the opportunities for personal and professional development that you have provided during my time here. I have greatly enjoyed working with the team and am grateful for the support I have received.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process.

Thank you once again for everything.

Sincerely,
[Your Name]