

[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 appreciate the opportunities for personal and professional growth that
you have provided me during my time at the company.

Thank you for your understanding. I hope to stay in touch.

Sincerely,

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