

[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 would like to express my sincere gratitude for the opportunities I have received during my time at [Company's Name]. The support and guidance from you and my colleagues have greatly contributed to my personal and professional development. I have truly enjoyed working with such a talented team.

Please let me know how I can assist during the transition period. I hope to keep in touch and wish [Company's Name] continued success in the future.

Thank you once again for everything.

Sincerely,
[Your Name]