

[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 [Last Working Day, typically two weeks from the date above]. I appreciate the opportunities for personal and professional development that you have provided during my time here. I have enjoyed working with the team and am grateful for the experiences I've gained.

Please let me know how I can assist during the transition period.

Thank you again for the opportunity to be a part of [Company Name].

Sincerely,

[Your Name]