

[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 have appreciated my time at [Company's Name] and am grateful for the
opportunities I've had to grow and develop professionally.

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

Thank you once again for the support and guidance during my time with the
company.

Sincerely,
[Your Name]