

[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 professional and personal development that I have received during my time at [Company Name]. I have enjoyed working with you and the team, and I am grateful for the support and guidance provided to me throughout my tenure.

Please let me know how I can assist during the transition and ensure a smooth handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,  
[Your Name]