

[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 as UX Designer at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have truly enjoyed working at [Company's Name] and am grateful for the opportunities I've had to contribute to various projects and collaborate with such a talented team. My experience here has greatly enriched my professional growth and skills.

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

Thank you again for the support and guidance throughout my time at [Company's Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,
[Your Name]