

[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 have greatly appreciated the opportunities for personal and
professional growth during my time at the company. I am grateful for the
support and guidance you have provided, and I have enjoyed working with a
talented team.

I will do my best to ensure a smooth transition and will complete any
outstanding responsibilities during my remaining time.

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

I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]