

[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 am grateful for the opportunities I have had during my time at [Company
Name] and appreciate the support and guidance provided by you and my
colleagues.

I will ensure a smooth transition and will complete all outstanding tasks
prior to my departure.

Thank you once again for everything. I hope to stay in touch in the
future.

Sincerely,
[Your Name]