

[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 appreciate the opportunities for professional and personal development that you have provided during my time at [Company's Name]. It has been a pleasure to work with you and the team.

I am committed to making this transition as smooth as possible and will do my best to ensure that all my responsibilities are completed before my departure.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]