

[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 have greatly appreciated the opportunities for personal and professional development that you have provided during my time at the company.

Thank you for all your support and guidance. I wish you and the company continued success.

Sincerely,

[Your Signature (if handwritten)]
[Your Printed Name]