

[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 I have received during my time with the company. I am particularly grateful for [mention any specific experiences, projects, or support you received].

I will do everything possible to ensure a smooth transition, including completing my current responsibilities and assisting with the handover of my duties.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch, and I wish you and the team all the best in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]