

[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]. This provides the [notice period] required by my employment contract. I have enjoyed working at [Company's Name] and am grateful for the opportunities I have had during my time here. I appreciate the support and guidance you have provided me.

I will do my best to ensure a smooth transition and will assist in the training of my replacement if needed.

Thank you for everything. I hope to stay in touch, and I wish the company continued success.

Sincerely,
[Your Name]