

[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 one or two weeks from the date above].

I apologize for the short notice and any inconvenience this may cause. Thank you for the opportunities for personal and professional development that you have provided me during my time here.

I appreciate your guidance and support, and I wish the team continued success.

Sincerely,  
[Your Name]