

[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, two weeks from the date above].

I appreciate the opportunities I have had during my time at [Company's Name] and am grateful for the support and guidance offered by you and my colleagues.

Thank you again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]