

[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 appreciate the opportunities for personal and professional development that I have received during my time at [Company's Name]. I have enjoyed working with the team and am grateful for the support and guidance I have received.

I will do my best to ensure a smooth transition and will complete my responsibilities before my departure.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,
[Your Name]