

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I appreciate the opportunity to work with you and the team and I am grateful for the support and guidance I have received during my time here.

I will ensure that my responsibilities are transitioned smoothly and will assist in training my replacement if necessary.

Thank you once again for the opportunity to be a part of [Company Name].

I wish you and the company continued success in the future.

Sincerely,
[Your Name]