

[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 of the letter].

I appreciate the opportunities for professional and personal development that you have provided me during my time at the company. I have enjoyed working with the team and am grateful for the experience I have gained. Please let me know how I can help during the transition period. I hope to stay in touch, and I wish the company continued success in the future.

Thank you for everything.

Sincerely,

[Your Name]