

[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 have greatly appreciated the opportunities and experiences I've had while working at [Company's Name]. I am thankful for the support and guidance you and the team have provided during my time here.

Please let me know how I can assist during the transition process. I wish the company continued success in the future.

Sincerely,
[Your Name]