

[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 Name], effective [Last Working Day, typically two weeks from the date of the letter].

I appreciate the opportunities I've had during my time at the company and am grateful for the support from you and my colleagues.

I will ensure a smooth transition and complete any outstanding tasks before my departure.

Thank you for the experience and guidance I have received while working here.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]