

[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 I have received during my time at [Company's Name] and the support I have gained from both you and my colleagues. I have learned a great deal and value the experiences I've had here.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship going forward.

Thank you again for everything.

Sincerely,
[Your Name]