

[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 enjoyed my time at [Company's Name] and appreciate the opportunities for professional growth and development during my tenure. Working with you and the team has been a truly rewarding experience.

I am committed to making this transition as smooth as possible and will do everything I can to hand off my responsibilities effectively before my departure.

Thank you once again for the support and opportunities. I look forward to staying in touch, and I wish you and the company continued success.

Sincerely,
[Your Name]