

[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've had during my time here and am grateful for the support and guidance provided by you and my colleagues.

I am committed to ensuring a smooth transition and will do my best to wrap up my duties and train my replacement if needed.

Thank you once again for everything. I hope to keep in touch.

Sincerely,

[Your Name]