

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your 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 valued my time at [Company's Name] and appreciate the opportunities to grow both personally and professionally. I am grateful for the support and guidance I've received during my tenure.

I will ensure a smooth transition by [mention how you will assist during the transition, e.g., training a replacement, completing projects, etc.].

Thank you once again for the opportunities I've had at [Company's Name].

I look forward to staying in touch, and I hope our paths may cross again in the future.

Sincerely,

[Your Name]