

[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 greatly appreciated the opportunities for personal and professional development during my time at [Company's Name]. I am grateful for the support from you and the team, and I will always value the experiences I've gained.

I will do my utmost to ensure a smooth transition and will assist in handing over my responsibilities.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,
[Your Name]