

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. I appreciate the opportunities I've had during my time with the company and am grateful for the support and guidance I've received from you and my colleagues.

Please let me know how I can assist during the transition period. I wish the company continued success, and I hope to stay in touch.

Thank you once again.

Sincerely,
[Your Name]