

[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 hope this message finds you well.

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I would like to take this opportunity to express my gratitude for the support and opportunities I have received during my time at YNC. I have truly enjoyed working with an incredible team and have learned so much that I will carry into my future endeavors.

Thank you once again for everything. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]