

[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 two weeks from today, [Last Working Day, Date].

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I've had while being a part of the team, and I appreciate the support and guidance you've provided during my time here. I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in handing over my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish you and the team continued success.

Sincerely,  
[Your Name]