

[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 have greatly appreciated the opportunity to work with you and the team at [Company Name]. My time here has been invaluable in my personal and professional growth.

Thank you for your understanding. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]