

[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 am grateful for the opportunities and support I have received during my time at [Company's Name].

I will do my best to ensure a smooth transition and complete any outstanding tasks before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I appreciate everything I have learned and the relationships I have built.

Sincerely,
[Your Name]