

[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 appreciate the opportunities I have had during my time at [Company's Name] and am grateful for the support from you and my colleagues. I will ensure a smooth transition and assist in handing over my responsibilities.

Thank you again for everything. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,  
[Your Name]