

[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 have greatly appreciated the opportunities I have had during my time at  
[Company's Name] and am thankful for your support and guidance.

I will do my best to ensure a smooth transition and will be happy to  
assist in training a replacement or handing off my responsibilities.

Thank you once again for everything. I hope to stay in touch.

Sincerely,

[Your Name]