

[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 opportunity to work at [Company's Name] and the support I have received during my time here. I have learned and grown a lot as a [Your Job Title], and this experience will be invaluable for my future endeavors.

Please let me know how I can assist during the transition period. I wish the team all the best moving forward.

Thank you once again for everything.

Sincerely,
[Your Name]