

[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 appreciated the opportunity to work at [Company Name] and am grateful for the support and guidance I have received during my time here.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties before my departure.

Thank you once again for the opportunity. I hope to stay in touch in the future.

Sincerely,
[Your Name]