

[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 appreciated the opportunities for personal and professional development during my time with the company. I am grateful for the support and guidance I've received and the wonderful colleagues I've had the pleasure to work alongside.

I will ensure a smooth transition by completing my current tasks and assisting in the handover process. Please let me know how I can help during this period.

Thank you for everything. I wish the team and the company continued success in the future.

Sincerely,
[Your Name]