

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunity to work with such a talented team, and I 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 I can to hand off my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish everyone great success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]