

[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 am grateful for the opportunities I've had during my time at [Company's
Name] and appreciate the support I've received from you and my
colleagues.

I will ensure a smooth transition of my responsibilities. Please let me
know how I can assist during this process.

Thank you once again for everything.

Sincerely,
[Your Name]