

[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 want to take this opportunity to express my gratitude for the experiences I've gained during my time at the company. I appreciate the support and encouragement I've received from you and my colleagues.

I will ensure a smooth transition by completing my current tasks and training my replacement if needed. Please let me know how I can assist during this period.

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

Sincerely,

[Your Name]