

[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 opportunity to work with such a talented team and have learned a great deal during my time here. I am grateful for your support and the experiences I've gained.

I will do my best to ensure a smooth transition over the next [notice period]. Please let me know how I can help during this time.

Thank you once again for everything.

Sincerely,
[Your Name]