

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. I have greatly enjoyed working at [Company Name] and am grateful for the opportunities to grow and develop professionally during my time here. I appreciate the support I have received from you and my colleagues. I will do everything I can to ensure a smooth transition and would be happy to assist in training my replacement during my remaining time. Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,  
[Your Name]