

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address] (your AOL email)  
[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 appreciate the opportunities for professional and personal development that you have provided me during my time here. I have enjoyed working with the team and am grateful for the support I have received. I will ensure a smooth transition and will complete all outstanding projects before my departure. Please let me know how I can help during this time.

Thank you once again for everything. I am looking forward to staying in touch.

Sincerely,  
[Your Name]