

[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 would like to express my gratitude for the opportunities I have had during my time here. I have enjoyed working for the company and appreciate the support provided to me during my tenure.

Please note that I will be taking my remaining leave starting from [start date of leave] to [end date of leave]. I aim to ensure that all my responsibilities are managed effectively before my departure.

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

Sincerely,

[Your Name]