

[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 today].

Thank you for the opportunities for personal and professional development that you have provided me during my time at the company. I have enjoyed working with you and my colleagues and appreciate the support I have received.

I wish you and the team all the best in the future.

Sincerely,

[Your Name]