

[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].

It has been a pleasure working at [Company's Name], and I am grateful for the opportunities and support I've received during my time here. I appreciate the experiences I have gained and the relationships I have built.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time. Please let me know how I can help in this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]