

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].

It has been a privilege to work at [Company Name] and to be part of such a dedicated team. I am grateful for the opportunities for professional and personal development that you have provided me during my time here.

Please let me know how I can help during the transition period. I am committed to making this process as smooth as possible.

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]