

**[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 have recently fulfilled my obligations for [Project Name], and I believe it is the right time for me to move on to new opportunities.

I want to express my gratitude for the support and opportunities I have received during my time here. Working on [Project Name] has been a significant and rewarding experience, and I am thankful for the collaboration and knowledge I gained from my colleagues.

I am committed to ensuring a smooth transition during my remaining time. Please let me know how I can assist in transferring my responsibilities.

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

Sincerely,

[Your Name]