

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].

Although my time here has been brief, I have appreciated the opportunity to work with you and the team. I am grateful for the experiences and skills I have acquired during my tenure.

Please let me know how I can assist during the transition. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,  
[Your Name]