

[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 hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Thank you for the support and guidance you have provided during my time at the company. I appreciate the opportunities I have had to grow and develop within the organization.

Please let me know how I can assist in the transition of my responsibilities before my departure.

Sincerely,

[Your Name]