

[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].

During my time at [Company's Name], I have greatly appreciated the opportunities for professional development and the support you provided during my training. I acknowledge the time and resources invested in my training, and I am committed to ensuring a smooth transition over the next [two weeks].

I am grateful for the experiences I have gained here and for the incredible team I have had the pleasure of working alongside. I hope to stay in touch and wish [Company's Name] continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]