

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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date].

It has been a privilege to work with such a dedicated team and contribute to the goals of [Company's Name]. I am grateful for the opportunities for personal and professional growth that I have received during my time here.

To ensure a smooth transition, I am happy to assist in training my replacement and will make certain that all my responsibilities are up-to-date before my departure.

Thank you once again for the support and guidance during my tenure. I look forward to staying in touch and wish the team continued success in the future.

Sincerely,
[Your Name]