

[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 this letter to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

My time at [Company's Name] has been incredibly valuable, and I am truly grateful for the opportunities I have had to grow both personally and professionally. I have appreciated the support and guidance provided to me by you and my colleagues during my tenure.

Thank you once again for everything. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]