

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].

I wish to express my heartfelt gratitude for the opportunities I have received during my time here. The experiences I gained, and the support from both you and my colleagues have contributed significantly to my professional growth.

Thank you once again for everything. I am looking forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]