

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 Position] for the [Project Name] effective [Last Working Day, typically two weeks from the date above].

It has been a pleasure to work with you and the team during my time with [Company's Name]. I appreciate the opportunities for professional and personal development that were provided to me. I am proud of what we achieved together on the [Project Name].

Please let me know how I can assist during the transition period. I hope to keep in touch, and I wish you and the team continued success.

Thank you for your understanding.

Sincerely,

[Your Name]