

[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].

Thank you for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have enjoyed working with you and the team, and I am grateful for the support you have given me.

I will ensure that all my responsibilities are transitioned smoothly before my departure. Please let me know how I can assist during this transition.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch in the future.

Sincerely,

[Your Name]