

[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 above].

It has been a pleasure to work with you and the team. I am grateful for the opportunities I have had to grow my skills and for the support I have received during my time here.

I will do my best to ensure a smooth transition and will hand over my responsibilities to my colleagues over the next few weeks.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]