

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It has been a rewarding experience to be part of a start-up environment and to contribute to our goals and growth. I have learned invaluable skills and cherished my time working with such a talented team.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this time.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I wish the company continued success.

Sincerely,

[Your Name]