

[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 appreciate the opportunities for development and growth during my time with the company.

Over the next few weeks, I am dedicated to ensuring a smooth transition and will assist in transferring my responsibilities.

Thank you for your guidance and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]