

[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 immediately.

Thank you for the opportunities for personal and professional development that you have provided me during my time here. I appreciate your guidance and support.

Please let me know how I can assist during the transition.

Sincerely,
[Your Name]