

[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 confirm my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

As per the terms of my employment contract, I am providing [Notice Period, e.g., "two weeks"] notice. My last working day will be [Last Working Day Date]. During this notice period, I will ensure a smooth transition of my responsibilities and assist in training my replacement if needed.

Thank you for the opportunities for personal and professional development that you have provided during my time at [Company's Name]. I am grateful for the support and guidance I've received during my tenure.

Best regards,

[Your Name]