

[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, MM/DD/YYYY]. This provides a two weeks' notice as per the company policy.

I appreciate the opportunities I have been given during my time at [Company's Name] and I am grateful for the support and guidance received from you and my colleagues. I will do my best to ensure a smooth transition over the next two weeks.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]