

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

Thank you for the opportunities for professional and personal development during my time at [Company's Name]. I appreciate the support and guidance you have provided.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]