

[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 have genuinely enjoyed working at [Company's Name] and am grateful for the opportunities and experiences I have gained during my time here.

Please let me know how I can assist during the transition period. I am dedicated to ensuring a smooth handover of my responsibilities.

Thank you for your guidance and support during my tenure with the company.

Sincerely,

[Your Name]