

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., October 15, 2023].

Thank you for the opportunities for professional and personal development that you have provided me during my time at [Company Name]. I have enjoyed working with you and appreciate the support you have given me.

I am happy to assist in the transition and ensure a smooth handover of my responsibilities before my departure.

Thank you once again for everything.

Sincerely,
[Your Name]