

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, typically two weeks from the date above].

While I have enjoyed working here and appreciate the opportunities I have been given, I believe it is time for me to move on to new challenges.

I would appreciate the opportunity to participate in an exit interview to share my experiences and provide feedback. Please let me know a suitable time for us to discuss this.

Thank you once again for the support and encouragement during my time at [Company Name]. I hope to stay in touch, and I wish the company continued success.

Sincerely,  
[Your Name]