

[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 confirm my intent to resign from my position as [Your 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 that you have provided me during my time at the company. I appreciate your support and guidance, and I have enjoyed working with my colleagues.

Please let me know how I can help during the transition. I hope to maintain a positive relationship in the future.

Sincerely,

[Your Name]