

[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 two weeks from today, [Last Working Day, Date].

This decision was not easy and took a lot of consideration. I truly appreciate the opportunities I have been given during my time at the company and the support from you and my colleagues.

I will do everything I can to ensure a smooth transition over the next two weeks. Please let me know how I can assist during this time.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish the company and my colleagues continued success.

Sincerely,

[Your Name]