

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., two weeks from today]. With the completion of the [Project Name] project, I believe this is the appropriate time to transition out of my role.

I want to express my gratitude for the opportunities I have had during my time at [Company Name]. Working alongside such a talented team has been a rewarding experience, and I value the skills and knowledge I've gained.

I am committed to ensuring a smooth transition and will gladly assist in transferring my responsibilities before my departure. Please let me know how I can help during this time.

Thank you once again for the support and guidance throughout my employment. I look forward to staying in touch in the future.

Sincerely,
[Your Name]