

[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 [Last Working Day, typically two weeks from the date above], in accordance with the terms of my service contract.

As stated in the contract, I am providing [number of weeks] weeks' notice. I have greatly enjoyed working at [Company's Name] and am grateful for the opportunities to grow both personally and professionally during my time here.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities. Please let me know how I can assist during this period.

Thank you for your understanding.

Sincerely,

[Your Name]