

[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].

Over my time here, I have greatly appreciated the opportunities for professional development and growth provided to me. The guidance and support from you and the entire team have been instrumental in helping me develop my skills and pursue my career goals.

Thank you once again for your mentorship and the incredible experiences I have had while working at [Company's Name]. I look forward to staying in touch and hope our paths may cross again in the future.

Sincerely,

[Your Name]