

[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 today's date]. This notice period is in accordance with my employment contract.

I have greatly enjoyed working at [Company's Name] and am grateful for the opportunities I have received during my time here. I appreciate the support and guidance provided by you and my colleagues.

During my remaining time, I will do everything possible to ensure a smooth transition. Please let me know how I can assist in handing over my responsibilities.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the team continued success.

Sincerely,

[Your Name]