

[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 date above].

I want to take a moment to express my sincere gratitude for the collaborative learning experiences I've gained during my time here. Working alongside such talented colleagues has not only enhanced my professional skills but also allowed me to grow personally.

Thank you for your leadership and support throughout my journey at [Company's Name]. I will cherish the memories and knowledge I've acquired.

I wish you and the entire team continued success in the future.

Sincerely,

[Your Name]