

[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 announce my resignation from [Company's Name], effective two weeks from today, [Last Working Day].

I want to express my heartfelt appreciation for the opportunities I've had during my time here. Working under your guidance has been invaluable, and I am grateful for your support and encouragement throughout my tenure. The experiences and knowledge I've gained have been truly enriching.

I have thoroughly enjoyed working with a fantastic team, and I am proud of what we have achieved together. I will carry these memories and lessons into my future endeavors.

Please let me know how I can help during the transition. I'm committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything.

Sincerely,
[Your Name]