

[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 two weeks from today, [Last Working Day].

It has been a genuine pleasure working with such a talented team and under your wonderful leadership. During my time here, I have learned a great deal and felt supported in my professional growth. I am incredibly grateful for the opportunities I've been given and the experiences I have gained.

I assure you that I will fully commit to ensuring a smooth transition over the next two weeks. I will complete all outstanding projects and train team members as needed. Additionally, I am happy to assist in finding and training a replacement.

Thank you once again for the support and opportunities during my time at [Company's Name]. I hope to stay in touch and look forward to seeing the company's continued growth and success.

Sincerely,
[Your Name]