

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]
Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from my position at [Company Name], effective two weeks from today.

I appreciate the opportunities and experiences I have gained during my time here. I am grateful for your support and guidance.

Please let me know how I can assist during this transition period.

Sincerely,

[Your Name]