

[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]