[Date]

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

Dear [Manager’s Name],

I am writing to inform you of my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day].

I appreciate the opportunities and experiences that I have gained during my time at [Company Name], and I am grateful for the support and guidance provided by the team.

I am committed to ensuring a smooth transition during my notice period and I am willing to assist in finding and training my replacement.

I would like to express my gratitude for the positive experiences I had at [Company Name] and I hope to maintain a good professional relationship in the future.

Thank you for your understanding.

Sincerely,

[Your Name]