

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Voluntary Resignation

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

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

Please let me know if I can assist in the transition process.

Sincerely,

[Your Name]

[Your Contact Information]