[Your Name]
[Address]
[City, State ZIP]
[Email] · [Phone]

[Date]

[Manager's Name]
[Manager's Title]
[Company Name]
[Company Address]

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from my position as [Job Title] at [Company Name]. My last day of work will be [date], [two weeks] from today.

Thank you for the opportunities I've had during my [time] here. I've especially appreciated [something specific, e.g. your mentorship / the chance to lead the (project)], and I'm grateful for the support of the whole team.

Over the coming weeks, I'll do everything I can to ensure a smooth transition, including [documenting my current projects / training my replacement / handing over client accounts]. Please let me know if there's anything else I can do to help.

I wish you and [Company Name] continued success, and I hope to stay in touch.

Sincerely,

[Your Name]