[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position at [Company Name], effective two weeks from today. My last working day will be [Last Working Day, e.g., June 30, 2024].

I have greatly appreciated the opportunity to work at [Company Name] and am thankful for the support and professional development I have received during my tenure. I have enjoyed working as part of the team and have gained valuable experiences that I will carry forward in my career.

To ensure a smooth transition, I am more than willing to assist in training my replacement and providing documentation of my current duties. Please let me know how I can be of help during this period.

Thank you again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and wish the company continued success in the future.

Sincerely,

[Your Name]