[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally announce my resignation from my role as [Your Job Title]. My last day will be two weeks from today, [Specific Date].

Thank you for the rewarding experiences I've had at [Company]. I'll do everything possible to ensure a smooth transition during this period.

Sincerely,

[Your Name]