**Short and Simple Resignation Letter Template:**

[Your Name]

[Your Address]

[City, State, Post Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Manager’s Name]

[Company Name]

[Company Address]

[City, State, Post 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 I've had here and am grateful for the support of the team.

Thank you for your understanding.

Sincerely, [Your Name]

*\*Feel free to adjust to fit your company's tone and policies.*