

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [last working day, typically two weeks from the date above].

This decision has not come easily, as I have enjoyed working with you and the team. However, after careful consideration, I have decided to pursue another opportunity that aligns better with my long-term financial goals.

I am grateful for the opportunities I have received during my time at [Company's Name], and I appreciate the support and guidance provided to me throughout my tenure.

During this transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist during this process.

Thank you once again for everything. I hope to keep in touch and wish the company continued success in the future.

Sincerely,

Your Name