

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After successfully delivering on [Project Name], I have taken the time to evaluate my career goals and have decided to pursue a new opportunity that aligns more closely with my aspirations.

I want to express my gratitude for the opportunities for personal and professional development that you have provided me during my time here. I have enjoyed working with the team and am proud of what we accomplished together.

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

Thank you once again for your support and understanding. I look forward to staying in touch.

Sincerely,

[Your Name]