

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 hope this message finds you well. 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 completing the [specific project name], I have taken some time to reflect on my career path and aspirations. This project has been pivotal in my professional growth and has solidified my desire to pursue new opportunities that align more closely with my future goals.

I am incredibly grateful for the opportunities I have had at [Company Name] and for the support from you and the entire team. I have truly enjoyed working here and will cherish the memories and experiences I've gained.

During my remaining time, I am committed to ensuring a smooth transition and will assist in handing over my responsibilities. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]