

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Letter

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 careful consideration regarding the recent promotion opportunity, I have decided to pursue a different path that aligns more closely with my long-term goals.

I want to express my gratitude for the opportunities I've had during my time at [Company Name]. I appreciate the support you and the team have given me, and I am truly thankful for the experiences and growth I have achieved here.

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

Thank you once again for everything. I hope to keep in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]