

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

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 comes after careful consideration of my career goals and the recent promotion offer I have received from another organization.

I am truly grateful for the opportunities for professional and personal development that I have experienced during my time at [Company's Name]. I appreciate your support and guidance, and I will always value the relationships I've formed here.

Over the next few weeks, I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]