

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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].

While I sincerely appreciate the recent proposal for a promotion, after careful consideration, I have decided to pursue other opportunities that align more closely with my career goals. This decision was not taken lightly, and I am grateful for the support and guidance I received during my time here.

I will ensure a smooth transition and will assist in any way possible during my remaining time. Thank you for the opportunities for professional and personal development that you have provided me. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,  
[Your Name]