

[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 announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to accept a new career opportunity that aligns with my long-term professional goals. This decision comes following my recent promotion, which I deeply appreciate; however, I believe that this new path is the right move for my career development.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with you and the team, and I have learned so much from my experiences here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively in the coming weeks.

Thank you once again for your support and understanding. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]