

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 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, I have decided to dedicate my time to pursuing freelancing opportunities that align more closely with my personal and professional goals. This decision was not made lightly, and I am truly grateful for the valuable experiences and support I have received during my time at [Company Name].

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can assist in this process.

Thank you once again for the opportunities for growth and development. I look forward to staying in touch, and I hope our paths may cross again in the future.

Sincerely,
[Your Name]