

[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].

After careful consideration, I have decided to pursue opportunities that align more closely with my career goals and job satisfaction. I believe this decision is in the best interest of both myself and the company.

I am grateful for the experiences I have gained during my time here, and I appreciate the support and guidance provided to me. I will do my best to ensure a smooth transition in the coming weeks.

Thank you for the opportunities for personal and professional development that you have provided me. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]