

[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].

This decision comes after careful consideration of my career aspirations and the realization that my current position does not offer the growth opportunities I am seeking. I believe that my professional development has been significantly hindered, and I need to explore other pathways that align with my career goals.

I appreciate the support and opportunities I have received during my time here, and I am grateful for the chance to work with a talented team. I will ensure a smooth transition of my responsibilities and will assist in any way to facilitate this process.

Thank you once again for everything. I hope to keep in touch.

Sincerely,

[Your Name]