

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 leave my role due to the lack of advancement opportunities within the company. I believe that professional growth is essential for my career development, and I feel that I have reached a plateau here.

I appreciate the support and experiences I've gained during my time at [Company's Name]. I have enjoyed working with my colleagues and wish everyone continued success in the future.

Thank you for the opportunities provided to me.

Sincerely,

[Your Name]