

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].

This decision was not easy and comes after careful consideration of my career path and limited opportunities for upward mobility within the organization. I have enjoyed the time I spent with the team and appreciate the support and guidance provided to me during my tenure.

Thank you for the opportunities for personal and professional development that you have provided me. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,
[Your Name]