

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Current Company Name], effective [Last Working Day, typically two weeks from the date above].

After much consideration, I have decided to return to [Previous Employer's Name]. My time at [Current Company Name] has been incredibly fulfilling and has allowed me to grow both professionally and personally. I am genuinely grateful for the opportunities I have had and the experiences I have gained while being part of the team.

I appreciate the support and mentorship I received during my time here and look forward to maintaining a positive relationship in the future. Please let me know how I can assist during the transition period.

Thank you once again for everything.

Sincerely,

[Your Name]