

[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 return to [Previous Employer's Name] to pursue a new opportunity that aligns with my career goals. This decision was not taken lightly, as I have thoroughly enjoyed working with you and the team at [Company's Name].

Thank you for the opportunities for professional and personal development that you have provided me during my time here. I am grateful for your support and guidance, and I appreciate the chance to be a part of [Company's Name].

I hope to ensure a smooth transition in my remaining time and provide assistance in handing off my responsibilities. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]