

[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 analysis of my career goals and personal aspirations, I have decided to pursue an opportunity that aligns more closely with my long-term objectives.

I want to express my sincere gratitude for the opportunities I have had during my time at [Company's Name]. I have learned and grown tremendously, and I truly appreciate the support from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process.

Thank you once again for the experiences and support. I look forward to staying in touch.

Sincerely,

[Your Name]