

[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]. This decision was not easy and took a lot of consideration. I have decided to explore new opportunities, particularly in volunteering, where I can give back to the community and gain new experiences.

I am grateful for the opportunities I've had at [Company's Name], and I appreciate the support and guidance provided by the entire team. I would love to stay connected and offer my assistance in any volunteering efforts through the company or in the community, should the opportunity arise.

I will ensure a smooth transition and will complete my remaining tasks to the best of my ability. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]