

[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 to make, but I believe it is the right step for my personal and professional growth.

I would like to express my heartfelt gratitude for the mentorship and support you have provided me during my time at [Company's Name]. Your guidance has not only enhanced my skills but has also inspired me to aspire for greater heights. I am grateful for the opportunities I have had to learn and grow under your leadership.

Thank you once again for all your support and the positive impact you have made in my career. I hope to keep in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]