

[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 made lightly, as I have greatly valued the opportunities and experiences I have gained during my time with the team. However, I have decided to pursue a new challenge in another industry that aligns more closely with my career aspirations.

I want to express my gratitude for your support and guidance throughout my tenure. I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]