

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one, but after careful consideration, I have decided to focus on enhancing my life skills and knowledge through additional training and personal development opportunities. I believe this change will allow me to grow both personally and professionally in ways that I am eager to explore.

I am sincerely grateful for the opportunities I've had to learn and grow at [Company Name]. The experiences I have gained and the relationships I have built will always be cherished.

I am committed to ensuring a smooth transition and will do everything I can to transfer my responsibilities and assist in training my replacement during my remaining time here.

Thank you once again for the support and guidance during my time at [Company Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Name]