

[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]. This decision was not made lightly, as my time here has been instrumental in my career growth.

Reflecting on my journey, I feel immense gratitude for the opportunities to lead projects such as [Project Name], which taught me invaluable skills and provided me with a platform to showcase my abilities. The support from the team and the challenges we overcame together have played a significant role in shaping my professional identity.

While I am excited about the new opportunities ahead, I will always cherish my experiences at [Company's Name] and the relationships I have built here. I am committed to ensuring a smooth transition and will do everything I can to assist during my remaining time.

Thank you once again for the invaluable experiences and support. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]