

[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, but I have chosen to focus on my future mentoring endeavors which I am deeply passionate about. I believe this path will allow me to contribute positively to the personal and professional development of others, a calling that I feel very strongly about.

Thank you for the support and opportunities I have received during my time here. I have learned and grown significantly, and I will always value the experiences I gained with the team.

Please let me know how I can assist in ensuring a smooth transition during my remaining time.

Sincerely,

[Your Name]