

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

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 truly enjoyed working alongside you and the entire team.

After careful consideration, I have decided to pursue new opportunities that will allow me to further advance my career and face new challenges. I am eager to explore avenues that align more closely with my long-term professional goals.

I want to express my gratitude for the support, guidance, and opportunities I have received during my time at [Company's Name]. I have learned so much and am thankful for the experiences that have helped me grow both personally and professionally.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time here.

Thank you once again for everything. I hope to maintain our professional relationship and look forward to staying in touch.

Sincerely,

[Your Name]