

[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]. It was a difficult decision for me to make, as I have greatly valued my time here.

During my time at [Company's Name], I have had numerous opportunities for professional development. The training programs and mentorship I received have significantly enhanced my skills and confidence. I am particularly grateful for [specific project, training, or opportunity] that allowed me to grow in my role.

While I believe this decision is best for my career growth, I remain committed to ensuring a smooth transition. I am happy to assist in training my replacement and finalizing my responsibilities.

Thank you once again for the opportunities you have provided me during my tenure. I hope to stay in touch and look forward to seeing how [Company's Name] continues to evolve.

Sincerely,

[Your Name]