

[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 comes after careful consideration of my career path and the desire to pursue new opportunities that will further my expertise in a different environment.

My time at [Company's Name] has been invaluable, and I am grateful for the experiences and knowledge I have gained. I appreciate the support from you and my colleagues, which have been instrumental in my professional development.

As I transition to this new chapter, I hope to apply the skills I have acquired here while continuing to learn and grow in my field. I assure you of my commitment to ensuring a smooth handover of my responsibilities before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and hope our paths may cross again in the future.

Sincerely,

[Your Name]