

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After receiving my recent performance review, I have come to the conclusion that it is in my best interest to step down from my role. I believe that this decision will allow me to pursue opportunities that align more closely with my skills and career goals.

I appreciate the opportunities for growth and development that I have had during my tenure at [Company Name]. I have learned a great deal, and I am grateful for the support provided to me by you and my colleagues.

Thank you for your understanding. I wish the team continued success, and I hope to stay in touch.

Sincerely,  
[Your Name]