

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 careful consideration, I have decided to accept a sponsorship agreement that aligns with my long-term career goals. This decision was not easy, as I have greatly enjoyed my time at [Company Name] and am grateful for the opportunities provided to me.

I appreciate the support and guidance from you and my colleagues during my tenure. I will ensure a smooth transition in my remaining time here and am committed to completing any outstanding projects.

Thank you once again for the invaluable experience and support during my time at [Company Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,  
[Your Name]