

[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 as I have decided to pursue a leadership role with another organization that aligns with my career aspirations.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I've greatly valued the support and guidance I received, which has significantly contributed to my growth both professionally and personally.

I am committed to making this transition as smooth as possible and will do everything I can to ensure that my responsibilities are completed before my departure.

Thank you once again for the opportunities and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]