

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Department/Agency Name]

[Department/Agency Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] with [Department/Agency Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but I have accepted an opportunity for career advancement that I believe is the right step for my professional growth.

I am incredibly grateful for the support and guidance I have received during my time at [Department/Agency Name]. I have enjoyed working alongside a dedicated team and contributing to [mention any specific projects or goals you were part of].

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and am happy to assist in training my replacement or wrapping up ongoing projects.

Thank you once again for the opportunity to be part of [Department/Agency Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]