

[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 was not made lightly, as I have greatly valued my time at the company and the opportunities for professional growth that I have been given.

However, after careful consideration, I have decided to pursue a different career path that aligns more closely with my personal and professional goals. I believe this new direction will provide me with the challenges and opportunities for growth that I am seeking.

Thank you for the support and guidance during my tenure. I am grateful for the opportunities I have had to work with such a talented team and to contribute to [Company's Name]. I will do everything I can to ensure a smooth transition and will be happy to assist in training my replacement.

Wishing you and the company continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]