

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].

This decision was not easy and took a lot of consideration. I have accepted a new opportunity that will further my career growth and professional development.

I want to express my gratitude for the opportunities I've had at [Company Name]. I have enjoyed working alongside a talented team, and I appreciate the support provided to me during my time here.

I am committed to making this transition as smooth as possible and will do everything I can to wrap up my duties and assist in the training of my replacement.

Thank you once again for the opportunity to be part of [Company Name]. I look forward to staying in touch, and I hope to cross paths again in the future.

Sincerely,
Your Name