

[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]. I have recently accepted an opportunity that I believe will further my career goals and personal development.

This decision was not easy, and I want to express my sincere gratitude for the support and opportunities I have received during my time here. I have enjoyed working alongside such a talented team, and I appreciate the guidance and motivation you have provided.

I am committed to ensuring a smooth transition and will do everything I can to complete my responsibilities and assist in the handover of my duties before my departure.

Thank you once again for the wonderful experiences and opportunities. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]