

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 two weeks from today, [Last Working Day]. This decision was not easy, but I have decided to pursue an opportunity that aligns more closely with my career goals.

I am grateful for the support and opportunities I have received during my time at [Company Name]. I appreciate the chance to work with such a talented team and will always value the experiences I've gained.

I will do my best to ensure a smooth transition over the next two weeks and am happy to assist in training my replacement.

Thank you once again for everything.

Sincerely,
[Your Name]