

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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]. This decision has not come easy, but I feel it is necessary due to the lack of opportunities for upward mobility within the organization.

Over my time here, I have appreciated the experiences I've gained and the relationships I've built. However, I believe that my career aspirations and growth are no longer aligned with the direction and opportunities available to me at [Company's Name].

I am grateful for the support I have received and will do my best to ensure a smooth transition in my remaining time. Please let me know how I can assist during this period.

Thank you for the opportunities I have had while working here. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]