

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 made lightly, but I have come to realize that my growth potential in the company is limited. I believe it is in my best interest to seek opportunities that will allow me to further develop my skills and reach my professional goals.

I appreciate the experiences I've gained during my time here and the support from my colleagues and management. I hope to maintain our professional relationship in the future.

Thank you for understanding my position. I will do my utmost to ensure a smooth transition during my remaining time with the company.

Sincerely,  
Your Name