

[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].

After careful consideration, I have decided to pursue an opportunity that offers greater potential for career advancement. While I have enjoyed my time at [Company's Name] and am grateful for the experiences I have gained, I believe that my growth has become limited, and I am eager to explore new challenges.

I appreciate the support and guidance I have received during my tenure here and will do my best to ensure a smooth transition. Please let me know how I can help during this period.

Thank you for understanding my decision. I hope to stay in touch moving forward.

Sincerely,

[Your Name]