

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, typically two weeks from the date above]. This decision has not been easy and comes after a considerable amount of reflection regarding my career goals and aspirations.

While I have greatly appreciated the opportunities provided to me during my time here, I have come to recognize the necessity for enhanced career pathways that align with my professional development. I believe that seeking a new opportunity will better facilitate my career growth and enable me to pursue my ambitions more effectively.

I am grateful for the support and guidance I have received at [Company's Name], and I hope to maintain our professional relationship moving forward. I will ensure a smooth transition and am willing to assist in training my replacement during my remaining time.

Thank you for your understanding. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Name]