

[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]. My decision comes after careful consideration of my career aspirations and the desire for further professional development.

My time at [Company's Name] has been immensely rewarding, and I am grateful for the opportunities I have had to grow and contribute to our team. However, I believe it is the right time for me to pursue new challenges that align with my long-term career objectives.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure. Thank you once again for your support and guidance during my tenure. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]