

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].

After careful consideration, I have decided to leave my role due to the absence of advancement opportunities within the company. I value growth and the chance to develop my career path, and I feel that my professional goals cannot be met here.

I want to express my gratitude for the experiences and knowledge I have gained during my time here. I appreciate the support from you and my colleagues, which has contributed to my personal and professional development.

Please let me know how I can assist in making the transition as smooth as possible.

Thank you for the opportunities I have received. I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]