

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 pursue a new career path that aligns more closely with my professional goals and aspirations. This was not an easy decision to make, as I have thoroughly enjoyed my time at [Company Name] and have learned so much from you and the team.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company Name]. I truly appreciate your guidance and support.

During my remaining time, I am committed to ensuring a smooth transition. I will do everything I can to complete my current tasks and assist in the handover process.

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

Sincerely,
[Your Name]