

[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 a freelancing career that aligns more closely with my personal and professional aspirations.

I want to express my gratitude for the opportunities I've had while working at [Company's Name]. I have learned a great deal and appreciate the support from you and my colleagues during my time here.

I will do everything possible to ensure a smooth transition and will complete all my responsibilities before my departure. Please let me know how I can help during this transition period.

Thank you once again for everything. I hope to stay in touch and wish you and the team continued success.

Sincerely,

[Your Name]