

[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 of this letter]. This decision was not easy, but after careful consideration, I have decided to embark on a different career journey that aligns more closely with my long-term goals.

I want to express my sincere gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with you and appreciate the support and guidance you have provided. I am proud of the work we have accomplished as a team and will cherish the memories and experiences gained throughout my tenure.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

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

Sincerely,

[Your Name]