

[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]. This decision was not easy and took a lot of consideration. However, I have decided to pursue a new passion that I have long wished to explore.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support and guidance I received from you and my colleagues. I have learned a great deal here and will carry those experiences with me throughout my career.

I am committed to making this transition as smooth as possible and will do everything I can to ensure a seamless handover of my responsibilities. Please let me know how I can assist during this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch.

Sincerely,

[Your Name]