

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]. This decision has not come easily, but after considerable reflection, I have recognized that my current role does not provide the fulfillment I seek in my professional life.

While I have valued the opportunities for growth and learning, I believe it is in my best interest to pursue a path that aligns more closely with my goals and aspirations.

I appreciate your understanding and support during this transition. I am committed to ensuring a smooth handover of my responsibilities and assisting in any way possible during my remaining time here.

Thank you for the experiences I have gained at [Company Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,  
[Your Name]