

[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 did not come lightly, but after careful consideration, I have decided to pursue opportunities that better align with my career aspirations. I have always valued my time at [Company's Name], but I believe my professional growth has become limited.

I am grateful for the experiences and support I have received during my tenure, and I appreciate the opportunities for development that were provided to me.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in training my replacement during my remaining time here.

Thank you once again for the opportunities and support throughout my time with [Company's Name]. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]