

[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 consulting position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

It has been a great pleasure to work with such a talented team, and I am grateful for the opportunities I have had during my time here. However, after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my career goals.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can help during this period.

Thank you once again for your guidance and support. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]