

[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]

Subject: Resignation from Consulting Position

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]. This decision has been made after careful consideration of my career path and professional development goals.

I have greatly appreciated the opportunity to work with you and the team. The experiences and skills I have gained during my time here have been invaluable, and I am grateful for the support you and my colleagues have provided.

As I move forward to pursue further professional development, I assure you of my commitment to ensure a smooth transition of my responsibilities. I am happy to assist in training my replacement and wrapping up ongoing projects during my remaining time.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]