

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

Due to the recent leadership changes within the organization, I have taken the time to reflect on my career path and have decided to pursue new opportunities that align with my professional goals and aspirations. This was not an easy decision, as I have greatly enjoyed my time working with you and the team.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in the handover process during my remaining time at the company.

Thank you for the opportunities for growth and development you have provided me. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]