

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 as a Sales Representative at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After much consideration, I have decided to pursue a different career path that aligns more closely with my personal and professional goals. This decision was not easy, as I have greatly enjoyed working with the team and building relationships with our clients.

Thank you for the support and guidance you have provided during my time at [Company Name]. I am truly grateful for the opportunities I have had to grow and learn in this role. I will do everything possible to ensure a smooth transition before my departure.

Wishing you and the team continued success.

Sincerely,
[Your Name]