

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

This decision was not easy, as I have greatly enjoyed working with you and the team. However, after careful consideration, I have accepted a new opportunity that aligns with my career goals and aspirations.

I am committed to making this transition as smooth as possible and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for the support and opportunities during my time at [Company's Name]. I look forward to staying in touch in the future.

Warm regards,

[Your Name]