

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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not an easy one and took a lot of consideration.

Over the years, I have greatly appreciated the opportunities for professional development and the support provided by the team. However, I have decided to pursue a path that allows me to cultivate my creative talents and explore new avenues.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in handing over my responsibilities during my remaining time. Please let me know how I can help in this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

Your Name