

[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 announce my resignation from [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This was not an easy decision to make, but after careful consideration, I have decided to pursue a new opportunity that aligns with my professional goals.

Working at [Company's Name] has been a rewarding experience, and I am grateful for the opportunities I have had to grow and learn within the team. I have particularly enjoyed [mention any specific project or experience] and will always cherish the memories made during my time here.

To ensure a smooth transition, I am more than willing to assist in training my replacement and providing any necessary documentation or guidance during this period. Please let me know how I can help to make this transition as seamless as possible.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch, and wish the team continued success in all endeavors.

Sincerely,

[Your Name]