

[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 easy and took a lot of consideration. However, I have decided to pursue a new opportunity that aligns with my career goals and aspirations.

I want to express my heartfelt gratitude for the opportunities I have had at [Company's Name]. Working alongside such a talented team has been a truly enriching experience. I deeply appreciate your support and guidance during my tenure.

In order to facilitate a smooth transition, I am more than willing to assist with the handover process and train my replacement if needed. I believe that my ongoing commitment to the team will help maintain the productivity and momentum we've achieved.

I highly recommend [insert a colleague's name or department], whose skills and dedication will be invaluable to the team moving forward.

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 again in the future.

Sincerely,

[Your Name]