

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

After careful consideration, I have decided to pursue new opportunities due to the limited promotional pathways within the company. While I have appreciated the experiences I've gained here, I believe it is time for me to seek a role that offers greater potential for growth and advancement.

Thank you for the support and opportunities provided during my time at [Company Name]. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Sincerely,  
[Your Name]