

[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 made lightly. After careful consideration, I have come to the conclusion that the opportunities for career development within the company do not align with my long-term professional goals. I believe that it is essential for me to seek a position where I can grow and advance my career.

I am grateful for the experiences I have gained during my time here and appreciate the support from my colleagues and management. I hope to maintain positive relationships moving forward and wish the team continued success.

Thank you for your understanding.

Sincerely,

[Your Name]